



## Terms of Reference

### Account Officer ( SUPA)

#### Background:

SUPA Biotech P Ltd is one of the pioneer companies set out to do business of sustainable agriculture using Biodynamic Farming Systems. SUPA has carved out a unique model of working with promotion of organic agriculture among the different stake holders. The principal motivation has always been the farmers first. SUPA continues to work in partnership with her voluntary arm for technology support, creative thinking in extension and the production of high quality BD formulations. After 20 years of operations SUPA has made a place for herself in the country and among successful and happy farmers.

After many years of research and trial, SUPA is now increasing its portfolio among different user groups. Due to the increase in the number of clients and formats of work SUPA now needs dedicated, smart and enthusiastic team members to support the organization achieve its goals in different parts of the country.

#### Expectations and delivery ACCOUNTING OFFICER are:

**(a) Formulation and Operation of Systems:** Develop financial procedures which conform to general accounting standards and principles, administrative procedures which will serve as a guide for staff. Ensure that procedures are adhered to for the maintenance of internal control and properly managing the funds.

**(b) Annual Budget:** Prepare and submit the annual operational budget to the Director

**(c) Reports and Statements:** Prepare and submit as required, budgetary and accurate financial reports and statements, generated from data in the system, to the Director and or other funding institutions for information purposes and use in the decision-making process.

**(d) Operational:** Prepare and submit withdrawal and disbursement requests to Director in accordance with the company's policies and Procedures Manual - Guidelines for Withdrawals of Proceeds of Loans,



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as it applies to grants. Allocate, monitor and control expenditures for the staff.

Manage the payroll and relevant worksheets.

Monitor project accounts and prepare payments to suppliers, contractors, trainees and training agents etc.

**(e) Audits:** Supervise the conduct of financial and performance audits by external auditors.

**(f) Management Information System (MIS):** Supervise and maintain the financial records on the MIS utilising sound financial and database management procedures in accordance with the Operations Manual.

(g) Perform any other duties that may be assigned by the PM.

### 3. QUALIFICATIONS

The AO is expected to have a Masters/ Bachelor's Degree in Accounting or related field or mid-level accounting professional qualification (e.g. Level 2 ACCA, Level 3 CGA).

A minimum of 7 -10 years' experience in accounting is required, in addition to proficiency in computer skills, including use of spreadsheets, database management and word processing.

Good written and oral communications skills are required.

Prior project-related experience would be an asset.

#### **Remuneration Package**

Rs. 5 lakh/anum (Final as per suitability of Candidate)

#### **Place of Posting**

Presently Akola , Maharashtra

#### **Controlling Authority**

Director Operations Maharashtra

**SUPA**