

Project Accountant cum Clerk

Organisation: HOMCO

Department: Projects

Max. Age limit: 35 yrs.

Remuneration -Daily wage basis.

Job Summary:

The Project Accountant cum Clerk will play a key role in managing financial and administrative tasks related to the projects of HOMCO particularly to the commissioning of the second division of HOMCO in Valiyakalvoor, Alappuzha. This role combines responsibilities in accounting, financial record-keeping, and clerical duties, providing support to the project management team and ensuring smooth operations of the projects of HOMCO. The ideal candidate should have experience in accounting, project management, and administrative duties in a pharmaceutical environment.

Key Responsibilities:

Accounting and Financial Responsibilities:

- **Financial Reporting:** Prepare and maintain accurate financial records for the project. Monitor and report the financial status of the commissioning process.
- **Cost Tracking:** Track and analyse project costs, ensuring they align with the budget. Assist in cost forecasting and variance analysis.
- **Invoicing & Payments:** Process invoices for vendors, contractors, and suppliers. Ensure timely payments and maintain a record of all transactions.
- **Reconciliation:** Conduct periodic bank and ledger reconciliations to ensure financial accuracy. Investigate discrepancies and take corrective actions when needed.
- **Tax Compliance:** Ensure that all financial transactions adhere to company policies and tax regulations. Maintain documentation for tax filings and audits.
- **Payroll Support:** Assist with payroll-related activities, including tracking employee attendance, calculating wages, and processing payments as needed.

Administrative and Clerical Duties:

- **Project Documentation:** Maintain and organize all project-related documentation, including contracts, receipts, correspondence, and reports.
- **Data Entry:** Input financial and project data, ensuring accuracy and timeliness.
- **Record Keeping:** Maintain organized filing systems for both physical and digital records, ensuring easy retrieval for audits and project reviews.



- **Communication Support:** Liaise with project team, contractors, vendors, and internal departments to ensure smooth communication regarding financial and project matters.
- **Scheduling & Coordination:** Assist in scheduling meetings, appointments, and coordinating logistics for project-related activities.

Project Support:

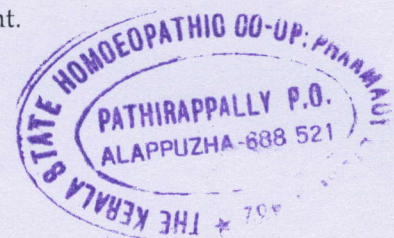
- **Vendor & Supplier Coordination:** Assist the procurement team in managing vendor and supplier contracts related to the commissioning of the second division. Ensure timely delivery of materials and services.
- **Project Monitoring:** Track the progress of the commissioning activities and ensure that the project is progressing according to the timeline, flagging any financial or administrative issues to the management team.
- **Assisting Project Coordinator:** Provide administrative support to the Project coordinator, ensuring all required financial reports and documents are provided on time for project updates and meetings.

Required Skills and Qualifications:

- **Education:** M.COM
- **Experience:**
 - Minimum of 3 years of experience in Project Accounting, preferably in pharma projects.
- **Technical Skills:**
 - Proficiency in accounting software (like Tally)
 - Strong MS Excel skills for data analysis and reporting.
- **Organizational Skills:** Excellent organizational and time-management abilities, with a keen eye for detail.
- **Communication:** Strong verbal and written communication skills to effectively interact with vendors, contractors, and team members.
- **Problem-Solving:** Ability to analyse issues, identify problems, and suggest solutions related to financial and administrative tasks.

Personal Attributes:

- Strong analytical and numerical skills.
- Ability to work independently and handle multiple tasks.
- Detail-oriented and proactive in managing work processes.
- Adaptability to changing project requirements and priorities.
- Willingness to work collaboratively in a team environment.



Performance Evaluation:

Employee performance will be evaluated based on, quality of work, adherence to budget, and overall contribution to team objectives.

Terms and Conditions

1. The employee is expected to comply with all safety regulations, and quality control procedures in the pharmacy.
2. The employee must maintain the confidentiality of all proprietary information and data obtained during the course of employment.
3. This appointment may be terminated with or immediately for just cause.
4. The appointment shall not be considered as a right of regularisation.
5. Absence from work without permission shall result in termination of appointment without notice.
6. The tasks assigned by the managing director or the responsible officers must be completed in a timely manner and all the rules of the pharmacy must be strictly followed.
7. The appointment is purely temporary on daily wage basis for 179 days only, however can be terminated or dismissed without notice before, if the work is not satisfactory or if any kind of lapses or insubordination or disrespectful behaviour is noticed.
8. The appointment is temporary on a daily wage basis for 179 days, or until a new appointee is selected through a procedure decided by the Administrative Council or as directed by the Government, or if a new post is created in the Valiyakalvoor division and an appointment is made to that post, whichever is earlier.

Application Process:

Interested candidates are invited to submit their resume and cover letter to homcojobs@gmail.com by application deadline.

