

## ONGC Tripura Power Company Limited (OTPC)

### Job Description

<b>Position</b>	<b>Lead - Finance &amp; Accounts (Accounts &amp; Taxation) – One position</b>
<b>Place of Posting</b>	Plant Site, Palatana (Tripura)
<b>Qualification</b>	CA / ICWA
<b>Experience</b>	Minimum 3 Years of post qualification executive experience in the relevant area
<b>Industry Type</b>	Power Sector (Preferably)
<b>Compensation</b>	Attractive
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Maintenance of all books of accounts as per standard accounting practices &amp; Company Procedures &amp; Manuals.</li> <li>• Accounts Payable - Processing of Invoices of Contractors and Vendors in terms of the Agreement/PO/LoA &amp; Company Procedures &amp; Manuals.</li> <li>• Payment of Employee Reimbursements (Tour Claim, Telephone Bill, Wireless Data Card Bill, Medical Bill etc.)</li> <li>• Timely Adherences &amp; Compliances of statutory requirement including taxation (IT Act, GST Return filling and reconciliation &amp; other Prevailing Law)</li> <li>• Treasury function including Fund planning &amp; financial management, releasing payment, liaison with banks, keep updating fund position, Cash &amp; Bank Book, BRS, cash handling &amp; disbursements etc.</li> <li>• Co-ordination with Internal and statutory Auditors &amp; ensuring audit compliance.</li> <li>• Maintenance of Fixed Asset Register &amp; Records as per Statutory Provisions.</li> <li>• Preparation of Operation Budget with active Co-ordination with various departments and ensuring their adherence by comparison between actual &amp; approved budgeted figures.</li> <li>• Preparation of various periodic MIS reports to exercise financial control and enhance the overall finance efficiency of the organization.</li> <li>• Responsible for developing &amp; formalizing various steps to standardize the procedure of bill process and eliminated avoidable processes to ensure quick &amp; accurate invoice processing in terms of Agreement/PO/LoA.</li> </ul>
<b>Required Profile</b>	<ul style="list-style-type: none"> <li>• The Candidate should have a good understanding of procedure accessing</li> <li>• Dynamic and having team playing ability.</li> <li>• Should have good conceptual and analytical ability</li> <li>• Experience in Power Sector (Preferably)</li> <li>• Should be conversant with Accounting on ERP based on SAP</li> <li>• Should be conversant with MS Office including Advance Excel and Power Point.</li> <li>• Should be conversant with preparation of Invoice on IRN portals</li> </ul>
<b>Contact Details</b>	<p><b>Company Name:</b> ONGC Tripura Power Company Ltd.</p> <p><b>Website</b> : <a href="http://www.otpcindia.in">www.otpcindia.in</a></p> <p><b>Contact Person</b> : Head – Corp HR &amp; Admin</p>