



**NOTICE FOR RECRUITMENT OF ASSISTANT MANAGER (FINANCE & ACCOUNTS) IN
FEDERATION OF INDIAN FPOs AND AGGREGATORS**

Federation of Indian FPOs and Aggregators (FIFA) is a 100% owned subsidiary of NAFED specifically focused on strengthening FPOs through capacity building, market integration and convergence of Government schemes for the benefit of FPOs. NAFED is acting as one of the Implementing Agencies for under the Central Sector Scheme of Formation and Promotion of 10,000 FPOs, Ministry of Agriculture & Farmers' Welfare, Government of India and also acting as one of the Implementing Agencies for formation and promotion Fish FPOs under Pradhan Mantri Matsya Sampada Yojana (PMMSY). Besides these, NAFED is also implementing other different Centrally Sponsored Schemes/Programs. In order to implement different schemes and programmes, FIFA is inviting application from eligible candidates for the position of Assistant Manager (Finance & Accounts) with following job description and eligibility criteria:

1. Job responsibilities of Assistant Manager (Finance & Accounts):

- To co-ordinate with F&A Div. of NAFED, Internal Statuary & CAG Auditors during the Audit.
- To prepare the information as required by Auditor during the Audit and to deal in bank related matters.
- To assist FOF division at NAFED in preparation of utilization certificates of the Grant in Aid received from the Central and State Govt. under various schemes.
- To prepare fund indent, vouchers from PFMS and checking of payment invoice/bills under various schemes.
- To assist FOF division in all finance related matters under various schemes.
- To assess FPO business activities as per business plans submitted of FPOs.
- To examine proposal of matching Equity Grant and other schemes for approval and payment.
- To prepare the statement of expenditure, fund status, etc for meeting and management.
- To coordinate with CA/CS for Annual Returns/filing and Annual Financial Statements of FIFA.
- To coordinate with CA/CS for conducting Annual General Meetings and Board of Directors' Meeting.
- To coordinate with CA/CS for all statutory compliance.
- To assist F&A Div. of NAFED in Processing of Salary/bills of staff and Budgeting of FIFA.
- To assist F&A Div. of NAFED in preparation of the statement of TDS for deposit in Bank online and filing of return and prepare data for Income Tax & TDS Returns quarterly basis.
- Any other works assigned by the Competent Authority.

2. Eligibility Criteria of Assistant Manager (Finance & Accounts) are as follows:

- Graduate degree in Commerce / Economics /Related Field with 5 years of experience or Chartered Accountant with minimum 2 years experience.
- Experience in finance and administration related work.
- Experience in dealing with Banks/financial institutions for all finance related matters.
- Experience of working with Govt./Private organization in implementation of Central/State govt. funded schemes/programmes.
- Experience in assessing and preparing business plans of FPOs
- Experience in preparing Utilization Certificate of Grant in Aid received from the Central and State Govt. under the various schemes.



- Good financial management skill with ability to manage financial responsibility is desired.
 - Proficiency in English with conceptualization, proposal preparation, presentations, documentation skills.
 - Good communication skills with team building ability and good listening skills and soft skills are top pre-requisites.
3. **Location of the job:** New Delhi.
 4. **Remuneration:** Rs. 40,000/- to 45000/- per month.
 5. **How to apply:** Interested candidates may kindly submit their CVs on admin@fifaindia.in.
 6. Further extension of advertisement will be corrigendum.