

# KATYAYINI PAPER MILLS PRIVATE LIMITED

Recycled Paper Manufacturing | Kashipur, Uttarakhand

## JOB DESCRIPTION

### Cost and Management Accountant (CMA)

| Position Overview   |                                                               |
|---------------------|---------------------------------------------------------------|
| Job Title           | Cost and Management Accountant (CMA)                          |
| Department          | Finance and Accounts                                          |
| Reports To          | Director / Chief Financial Officer                            |
| Employment Type     | Full-time, Permanent                                          |
| Work Location       | Kashipur, Uttarakhand (initial); transfer to Delhi thereafter |
| Experience Required | Less than 2 years post-qualification (recently qualified CMA) |
| Compensation        | Rs. 6 - 8 LPA - per annum (CTC)                               |
| Number of vacancies | Two                                                           |
|                     |                                                               |

## About the Company

Katyayini Paper Mills Private Limited is a recycled paper manufacturing enterprise based in Kashipur, Uttarakhand. The mill operates with a total production capacity of 300 TPD across two paper machines, processing waste paper into finished paper products. The company is committed to sustainable manufacturing practices, industrial automation, and operational efficiency, with ongoing initiatives in IoT integration, sludge reuse, and process optimization.

## Role Summary

The Cost and Management Accountant will be responsible for cost accounting, budgeting, variance analysis, inventory valuation, and management reporting for the paper mill operations. This is an entry-level role suited for a recently qualified CMA looking to build a career in manufacturing cost management. The position begins at the manufacturing facility in Kashipur, providing hands-on exposure to production processes and cost systems, followed by a transfer to the Delhi corporate office where the role will expand to include broader financial management and strategic reporting responsibilities.

## Key Responsibilities

### Cost Accounting and Analysis

- Maintain comprehensive cost accounting records in compliance with CAS (Cost Accounting Standards) and applicable regulatory requirements.
- Compute and monitor per-tonne production costs across both paper machines (100 TPD and 200 TPD), including raw material, power, steam, chemicals, labour, and overheads.
- Perform variance analysis (material price/usage, labour rate/efficiency, overhead expenditure/volume) and present actionable insights to management.

- Prepare standard cost sheets, update them periodically, and reconcile standard costs with actual costs.

## **Inventory and Material Management**

- Monitor and value waste paper inventory (stock-in-hand, consumption, and wastage) using appropriate costing methods (FIFO/weighted average).
- Track raw material consumption ratios, yield percentages, and wastage across the production cycle.
- Conduct periodic physical stock verification and reconciliation with book records.
- Monitor stores, spares, and consumables inventory and highlight slow-moving or obsolete items.

## **Budgeting and Forecasting**

- Assist in preparation of annual operating budgets and monthly rolling forecasts.
- Track budget vs. actual performance on a monthly basis and prepare MIS reports for management review.
- Support cash flow forecasting and working capital management activities.

## **Regulatory and Statutory Compliance**

- Maintain cost records as required under Section 148 of the Companies Act, 2013 and the Companies (Cost Records and Audit) Rules.
- Assist in preparation of the Cost Audit Report and support the Cost Auditor with necessary data and schedules.
- Ensure compliance with GST provisions relating to input credit, reverse charge, and filing for manufacturing operations.
- Support statutory and internal audit processes by providing cost-related data and explanations.

## **Management Reporting**

- Prepare daily, weekly, and monthly production and cost MIS reports for the management team.
- Develop and maintain dashboards tracking key operational and financial KPIs (production output, energy consumption per tonne, material yield, overhead absorption).
- Assist in preparation of periodic financial statements and board-level reporting packs.

## **Process and Systems Improvement**

- Work closely with the production, procurement, and engineering teams to understand manufacturing processes and identify cost reduction opportunities.
- Support implementation and optimization of ERP/accounting systems for cost data capture and reporting.
- Conduct cost-benefit analysis for capital expenditure proposals, process changes, and make-or-buy decisions.

## **Qualifications and Eligibility**

- **Qualified Cost and Management Accountant (CMA) from the Institute of Cost Accountants of India (ICMAI).**
- **Less than 2 years of total work experience post-qualification. Freshly qualified candidates are encouraged to apply.**
- Bachelor's degree in commerce (B.Com) or equivalent; additional qualifications (BBA, M.Com, MBA-Finance) are a plus but not mandatory.

## Required Skills and Competencies

### Technical Skills

- Strong knowledge of cost accounting principles, CAS, and Indian accounting standards (Ind AS).
- Working knowledge of GST, TDS, and Companies Act compliance requirements.
- Proficiency in MS Excel (advanced formulas, pivot tables, dashboards) and accounting/ERP software (Tally, Zoho, SAP, or equivalent).
- Familiarity with manufacturing cost systems, inventory valuation, and standard costing methodologies.

### Behavioural Competencies

- Strong analytical and problem-solving ability with attention to detail.
- Effective written and verbal communication skills in English and Hindi.
- Willingness to work on the shop floor and engage with production teams at the plant.
- **Ability to relocate to Delhi when the transfer is effected.**
- Self-motivated, eager to learn, and adaptable to a dynamic manufacturing environment.

### Compensation and Benefits

- **Annual CTC: Rs. 6,00,000 (Rupees Six Lakhs per annum) & negotiable.**
- Accommodation assistance may be considered at the discretion of management for the initial Kashipur posting.
- Statutory benefits including PF, gratuity, and earned leave as per company policy.
- Performance-based annual increment and incentive eligibility.

***Note:** This job description is intended to describe the general nature and scope of the role. It is not an exhaustive list of all duties, and the company reserves the right to modify responsibilities as business needs evolve. Shortlisted candidates will be contacted for further evaluation.*