

## Brief Job Description

Designation : **Management Trainee**

Division/Location : Project Site - Domestic and Overseas

Department : Commercial

Reporting to : **Regional Finance In-Charge**

### Summary :

#### Area of responsibilities :

- Maintaining accounts for all construction related activities including Cash, Bank, Sub-contracting Expenses and Administrative Expenses.
- Handling of Cash Payment /Receipts.
- Maintaining Bank Accounts, Bank Receipts/ Payments / Preparation of Bank Reconciliation.
- Timely estimation of fund requirement & maintaining cash flows for projects to ensure smooth functioning of the project.
- Timely settlement of employee advance - Imprest A/c
- Ensure RA bills are raised to clients post receipt of KPT from Project Engineer and co-ordination for payments.
- Ensuring entries for receipt of materials at Stores based on GRN (MIGO) and entries related to Consumption of Steel & Cement and other items passed regularly.
- Raising of required debit notes for subcontractors in time.
- Ensuring timely clearing of GRIR and clearing accounts.
- Ensuring Purchase Orders / Work Orders are in place before availing services and receiving materials.
- Ensuring of service entry sheet, checking, and verification of sub-contractor bills are done timely by site team.
- Raising of required debit notes for subcontractors in time.
- Checking and verification of booking of Administrative Expenses and control based on monthly budget.
- Ensuring Rent Agreements in place for various requirements such as Site Office, Store, Staff Guest House, Labour Camp etc.
- All activities related to payment of ROW/ Crop compensation and keep Proper documentation.
- Ensuring compliance with commercial terms & conditions of the Contract (LOA)
- Monitoring and supervision of store activities, personal visit to store/ physical verifications of materials periodically.
- Participate in Commercial negotiations for local purchase / Sub-Contracting.
- Providing necessary support for internal statutory auditors during site audit and ensuring compliances.
- Ensuring compliance with prescribed Accounting & Commercial Guidelines and Procedures.
- Checking and verification of Third Party Roll employees and submit details to respective RO
- Preparation of down payment request in the system for vendors

- Preparation of AOP budgets including overhead expenses
- retrieving BG's and reductions in value of ABG
- Monitoring proper records for Assets – Receipts / Returns / Inter-Project Transfers, Periodical physical verification and monitoring utilization of Assets / consumable tools and plants.
- Identification and disposal of scrap including preparation of sales orders for scrap materials.
- Monthly variance analysis – Budget cost V/s. Actual cost with reasons for variance
- Material reconciliation with client and preparation of final bill at the time of Project Closure.
- Periodical review of trial balance, necessary corrective action to ensure proper hygiene of accounting.
- Understanding of Contract with the client, Identification of potential areas of claims, proper documentation, and preparation of claims against clients
- Part of all site-related expenses negotiation team. Jointly responsible /signatory with the site manager. Proper checking of prices & commercial terms of PO/agreement and try to 2-3 quotations.
- Understanding of contract with the client, suggesting for potential areas of claims with respect to commercial terms, providing supporting documents and helping in the preparation of claims

Competencies :

- Good Communication, Critical thinking, Presentation Skill

Skills :

- Proficient in MS Office applications./SAP –Module

Education :

- CMA

- **One Year Bond – If the CMA Management Trainee leaves the organization within one year from the date of joining, an amount of ₹50,000 (INR Fifty Thousand Only) will be recovered from CMA Management Trainee for the Induction Training, Boarding, Lodging, Transportation etc. charges.**

**CTC details – As under**

Particular	CTC Per Annum (In Lac)	Designation
CTC on joining	6.00	Management Trainee
On confirmation (On Completion of One Year Training Period)	7.00	Deputy Manager
<p><b>Retention Amount</b> - Rs. 6.00 Lacs will be paid as a Retention Amount for 3 years in the proportion of 30 : 30 : 40 as under.</p> <ul style="list-style-type: none"> <li>• On Completion of 1st Year Rs. 1.80 Lacs will be paid.</li> <li>• On Completion of 2nd Year Rs. 1.80 Lacs will be paid.</li> <li>• On Completion of 3rd Year Rs. 2.40 Lacs will be paid.</li> </ul>		

**Other Benefits**

1. Bachelor accommodation (@ Project Site)
2. Food (On a sharing basis) (@ Project Site)
3. Medclaim Policy
4. Personal Accident Policy
5. Term Plan Insurance