

EDII is functioning as Technical Support Agency (TSA) and implementing the National Rural Livelihood Mission (NRLM) sponsored cluster development project in Dahod, Gujarat in association with Gujarat State Rural Livelihood Company

A Producers Company (PC) has been promoted in this cluster. Suitable candidate is required for the position of Chief Executive Officer (CEO) & Manger (F&A) to lead this Producers Company to efficiently manage the PC, ensure timely completion of the project activities and oversee the business operations of the PC. The selected candidates shall be employee of the Dahod Pottery Producers Company Limited.

Chief Executive Officer – 01

Location: Dahod, Gujarat

Qualification & Experience:

- Master's degree/Diploma in Business Management/ Development Studies/Rural Management or related specialization with at least 8 – 15 years of experience in cluster development (particularly non-farm / artisanal cluster), institutional building, market development and/ or other areas relevant to this assignment.
- Work experience in the domain of livelihood. Experience in working with collectives or cluster development projects/ garment industry would be an added advantage.
- Strong oral and written communication / negotiation skills
- Ability to work independently to achieve performance objectives, deliverables and sales targets.
- Working knowledge of local Language, excellent documentation and computer skills in MS Office, MIS etc.

Job Description

1. Responsible and accountable to the Board of Directors of PC & Office Bearers of the PC

- - Assist the Board in formulation of goals, strategies, plans and policies.
 - Ensure various legal compliances – Board meetings, book keeping, audit, annual returns etc.
 - Ensure timely preparation and submission of reports as required by the Board and external support agencies.
 - Managing day-to-day affairs of the PC.
 - Discharge such other functions as may be delegated by the Board.

2. Services to members under the overall guidance of the BoD

- - Identifying opportunities for scaling up business of the PC / welfare of members, studies, business plan development and operationalization of the business plan.
 - Provide different services to the members as per direction of the Board. Such services include marketing of the produce of members, input supply to members, productivity enhancement services etc.
 - Information, training & orientation to members.
 - Resource (financial, technical) mobilization for the PC.
 - Ensure setting up /access to the required infrastructure for production and related activities of the PC.

3. Organizational systems and compliances

- - Maintain proper books of account; prepare annual accounts and audit thereof; place the audited accounts before the Board and in the annual general meeting of the Members.
 - Recruit other staff, on direction of the Board, monitor their performance.
 - Establish and operationalize different required systems in the PC – Accounting & Book keeping, Monitoring & MIS, Production, Marketing, Governance, HR etc.
 - Dealing with support agencies, contracts / MoU, coordinate with them.
 - Work closely and report to BOD, TSA and the SRLM.
 - Oversee implementation of project activities within set timeline and budgets. Plan and execute production and related activities and ensure profitability of the PC.

Type of Employment:

On a Contract for 11 months, renewable based on performance.

Remuneration: Rs.52,000/- to Rs.60,000/- monthly

Manager (F&A) – 01

Location: Dahod, Gujarat

Qualification & Experience:

- Bachelor's / Master's degree in Finance, Accounting, Business Administration, or related field; MBA or ICWA Preferred
- 1 to 2 years of progressive experience in finance and accounting roles preferably in producer company sector.
- Proficiency in financial analysis, budgeting, and financial reporting.
- Advanced proficiency in accounting software and MS Office suite. Knowledge of ERP system will be an added advantage
- Excellent communication skills, both verbal and written, with the ability to articulate complex financial concepts to non-financial stakeholders.
- Working knowledge of local Language, excellent documentation and computer skills in MS Office, MIS etc.

Job Description

1. Financial Management:

- - Develop and implement financial strategies and policies to support the financial objectives of the Producer Company.
 - Oversee day-to-day accounting operations, including accounts payable, accounts receivable, payroll, and general ledger activities.

- Ensure timely and accurate recording of financial transactions and adherence to accounting principles and standards.
- Prepare financial statements, reports, and analyses to provide insights into the financial performance of the organization.

2. Budgeting and Forecasting:

- - Collaborate with senior management to develop annual budgets and financial forecasts aligned with business goals and objectives.
 - Monitor budget performance and variance analysis to identify trends, risks, and opportunities for improvement.
 - Provide recommendations for cost-saving measures and revenue enhancement initiatives to optimize financial resources.

3. Financial Reporting and Compliance:

- - Ensure compliance with regulatory requirements, including tax laws, financial reporting standards, and other statutory obligations.
 - Coordinate with external auditors, tax authorities, and regulatory agencies to facilitate audits and assessments.
 - Prepare and submit financial reports, tax returns, and other financial disclosures in a timely and accurate manner.

4. Strategic Financial Planning:

- - Provide strategic financial insights and analysis to support decision-making processes and long-term planning.
 - Assess financial risks and opportunities and develop strategies to mitigate risks and capitalize on opportunities.
 - Collaborate with senior management to evaluate investment opportunities, financing options, and capital allocation decisions.

Type of Employment:

On a Contract for 11 months, renewable based on performance.

Remuneration: Rs.20,000/- monthly

EDII reserves the right to accept or reject any/all application(s) without assigning any reason(s) thereof.

Forward your resume on or before **19th April 2024** to jobs.staff@ediindia.org with the subject “Application for CEO” or “Application for Manger (F & A) indicating your specialization, experience and expertise. Please specify your current organization name along with the details of designation, current salary drawn and expected salary.