

**Job Description: Branch Head - Accounts**  
**Agarwal Coal Corporation Pvt. Ltd.**

**Work Station :** Branch Office  
**Location :** Raipur  
**Department :** Accounts  
**Position Title :** Branch Head

**1: Accounting Operations (SAP-Based)**

- Manage and supervise branch-level accounting using **SAP**.
- Ensure accurate documentation of **purchase, sales, inventory, freight, and loading/unloading expenses**.
- Coordinate with HO for inter-branch reconciliations and consolidated reporting.

**2: Inventory & Stock Reconciliation (Coal)**

- Monitor coal stock movement (inward/outward), via SAP & in real time.
- Coordinate with logistics and timely submission & dispatch details.
- Track losses, wastage, and transit discrepancies; raise alerts as needed.
- Ensure dispatch shall be done after billing process and E-Way bill wherever if applicable

**3: Accounts Payable & Receivable (AP/AR)**

- Manage vendor payments (transporters, suppliers, handling agents) and ensure proper documentation.
- Oversee customer billing, credit control, and collections.

**4: Maintain customer/vendor ledgers, outstanding reports, and periodic reconciliations.**

- bank reconciliation, account conversion, account receivable reconciliation, and account payable reconciliation
- Follow-up for payment collection with customer as per credit liability.
- Calculation of Interest if applicable.

**5: Team Supervision & Process Control**

- Lead and guide branch accounting staff for day-to-day bill functions.
- Implement internal controls, SOPs, and ensure timely documentation and approvals.
- Ensure digitization and paperless records where possible.
- Prepare Roster of Timing & Staff Reporting timely.

**6: Reporting & MIS**

- Coordinate with HO & Team for monthly closings and performance reviews.

Education: M.Com / MBA (Finance) / CA Inter / Chartered Accountant  
Relevant Experience: 8-15 Years