



**WALK-IN** for interview on 8<sup>th</sup> Dec. 2022 (Thursday) between 1100 hrs to 1600 hrs. for appointment of **Plant Commercial Officer in Hindustan Colas Pvt Ltd. (HINCOL) at its HALDIA Plant (West Bengal)**

Address: **HINDUSTAN COLAS PVT LTD.** C/O. HPCL Zonal office 1<sup>st</sup> Floor Conference room, 771, Eastern Metropolitan Bypass, Anandpur, Kolkata, West Bengal 700107.

Contact: Mr. Ashish Paul: 9830649799 or

Mr. Subhendu Kundu -Regional Business Head HINCOL on 09007884751

**WE ARE HIRING.... Excellent Job opportunity for Chartered Accountants (CA's) to start career in a leading bitumen emulsion manufacturing company.**

### **HINDUSTAN COLAS PVT LTD.**

(A joint Venture of Hindustan Petroleum Corporation Ltd & COLAS of France)

#### **About the Company:**

M/s Hindustan Colas Private Ltd. (HINCOL) is a 50:50 Joint Venture Company promoted by Hindustan Petroleum Corporation Limited, a major National Oil Company in India & Colas, SA France (Bouygues Group), Leaders in Road construction and Transport Infrastructure. Set up in 1995, the Company is engaged in the Business of manufacturing & marketing Bitumen Speciality Products like Cationic/Anionic Bitumen Emulsions, MS/SS Emulsions, Cut-back, Crumb Rubber Modified Bitumen, Polymer Modified Bitumen, Road Bond, Bituclair, etc. The HINCOL products are market leader and has wide acceptance in India. It undertakes Road maintenance works like Micro surfacing & Slurry Sealing.

HINCOL owns and operates 10 strategically located ISO 9001 / ISO14001 & OHSAS 18001 certified Plants across India and also bitumen port terminals.

#### **The Position: Plant Commercial Officer**

As Plant Commercial Officer, you will be responsible for supporting the Plant in taking business decisions, maintaining accounting and financial controls, meeting various statutory compliances and reporting requirements. This position reports to Plant Manager.

#### **Key responsibilities:**

- ❖ Analysing the account ledgers and processing / reviewing of various period end journals
- ❖ Ensuring MIS reporting at month end covering various activities
- ❖ Implementing accounting policies, monitoring the accounting practices and compliance of GAAP
- ❖ Assisting in preparation of financial statements and Statutory Audit / Tax Audit
- ❖ Handling Compliances of Indirect taxes (GST, Customs, Local Levies) - Filing returns, maintaining records, Availment / utilisation of input credits, Audits / Assessments, Appeals etc
- ❖ Maintaining internal control systems as well as cost control measures as per SOP
- ❖ Supervising billing to customers, accounting of cash and inventory transactions Commercial matters of Channel partners like depots etc.
- ❖ Handling disbursements and providing Financial Concurrence for procurement of Goods / Services.
- ❖ Coordination with Customers / Vendors for reconciliation purposes.
- ❖ Effective negotiations with Vendors resulting in reduction of cost over the previous purchases.
- ❖ Monitoring of Customer Receivables on a regular basis.
- ❖ Regular Visits to attached Depots, verification of Stocks and security thereof in line with the Policy.
- ❖ Assisting the Sales Team on various business activities including the feasibility Studies, economic evaluation, negotiations etc.

#### **Qualification:**

Candidate who have completed Chartered Accountant exam from ICAI (completed both groups of finals) and is having consistently good academic record. The candidate may have at least 01 to 02 years of experience in a manufacturing industry operating on SAP Platform. **Freshers can also apply.**