

Job Title: Junior Executive – Accounts

Location: National Co-operative Exports Limited (NCEL), New Delhi

Company Description: National Co-operative Exports Limited (NCEL) is a distinguished national-level cooperative created with the approval of the Union Government and the Ministry of Cooperation in 2023 and registered under the Multi-State Co-operative Societies Act, 2002. It is promoted by four prominent co-operative institutions – The Gujarat Co-operative Milk Marketing Federation (GCMMF, popularly known as the AMUL), Indian Farmers Fertiliser Cooperative Limited (IFFCO), Krishak Bharati Co-operative Limited (KRIBHCO), National Agricultural Co-operative Marketing Federation of India Limited (NAFED) – and National Co-operative Development Corporation (NCDC).

Job Summary: We are seeking a **highly qualified and detail-oriented Junior Executive – Accounts** to support our finance operations. The ideal candidate will be responsible for managing accounts payable and receivable, banking transactions, and documentation related to letters of credit and export procedures. **Proficiency in Tally ERP is essential.**

Key Responsibilities:

1. Accounts Payable

- Process and verify vendor invoices and ensure timely payments.
- Maintain records of purchases, invoices, and payments.
- Reconcile vendor accounts and resolve payment discrepancies.

2. Accounts Receivable

- Prepare customer invoices and follow up on outstanding payments.
- Record and reconcile receipts and collections.
- Generate aging reports and assist in credit control.

3. Banking Operations

- Handle daily bank transactions, deposits, and reconciliations.
- Prepare bank statements and coordinate with banks for various queries.
- Monitor and maintain accurate cash flow records.

4. Letter of Credit (LC) Handling

- Prepare and verify documents for opening and negotiation of Letters of Credit.
- Liaise with banks and customers regarding LC terms, amendments, and compliance.
- Ensure adherence to UCP 600 guidelines and international trade norms.

5. Export Documentation & Procedure

- Coordinate with logistics and shipping teams for export shipment documentation.
- Prepare export invoices, packing lists, and other shipping documents.
- Ensure compliance with government and customs regulations for export.

6. Tally ERP Operations

- Record all financial transactions in Tally ERP.
- Generate financial reports, ledgers, and summaries as needed.
- Maintain accurate accounting data and assist in audits.

Qualifications & Skills

- Bachelor's degree in Commerce / Accounting / Finance or related field.
- **Minimum 2–3 years** of relevant experience in accounts.
- Strong knowledge of **Tally ERP, MS Excel, and accounting principles.**
- Familiarity with **LC documentation and export procedures** is essential.
- Attention to detail and strong organisational skills.
- Good communication and coordination abilities.

Benefits

- Competitive salary
- Opportunities for career growth and development in a dynamic environment

Please apply using this link: <https://forms.gle/M4U34oBaJEwQhejH7>