BIOSEED

Bioseed | Team Member - Accounts Payable

About the Company:

- DCM Shriram Ltd (https://www.dcmshriram.com) is a leading business conglomerate with a group turnover of ~ INR11,500Cr. The business portfolio of DCM Shriram comprises primarily of:
  - *Agri- Rural: Urea, Sugar, Farm Solutions and Hybrid Seeds*
  - *Chlor-Vinyl : Caustic Soda, Chlorine, Calcium Carbide, Aluminium Chloride, PVC Resins, PVC Compounds, Power and Cement*
  - *Value: Fenesta Building Systems- UPVC Windows & Doors*
  - *DCM Shriram, a spin-off from trifurcation of the reputed erstwhile DCM Group in 1990, is managed by Mr. Ajay S. Shriram, Chairman & Senior Managing Director ,Mr. Vikram S. Shriram, Vice Chairman & Managing Director and Mr Ajit. S. Shriram, Joint Managing Director along with a highly professional executive team.*

About Bio-Seed:

DCM Shriram Limited took over the management of Bioseed in 2002, the move was seen as yet another initiative by DCM Shriram Limited to create value in the farmlands of India and beyond. Huge investments in people, research labs and seed processing infrastructure followed the takeover.

Today, Bioseed owns a vast pool of Germplasm, among the richest in the world. The gene pool has sprouted one of the highest success rates in all of Asia.

Bioseed is a division of DCM Shriram Limited. Bioseed division comprises of Shriram Bioseed Genetics (SBG) and Bioseed Research India (BRI). Its office is located in Hyderabad and plant at Gundlapochampally, Hyderabad. The R &D and Parent seed locations are situation around Hyderabad. Bioseed has turnover of ~ INR 350 Cr within an aim to double in 3 years.

Current Role   : Team Member– Accounts Payable

Reporting to   : Senior Manager –Accounts Payable

Location   : Madhapur, Hyderabad

Job Description:

- Invoice verification, processing and scanning of Labour contractors such, Market Development Officer (MDOs) Security labours, Farm labours work in Parent Seed Department (PSD), Product Evaluation and Algorithm (PEA) department, Research and Development department, Head office Contract labour etc.
- Rent bills of Head Office (HO), Plant godowns, Cold storage godown, production location office rent, Parking rent etc. processing & payment co-ordination.
- Inward freight bills processing & Payments form Shared Service Centres- SSC Kota
- CNF bills processing and payment Rent, Reimbursement and Commission.

- Land lease expenses processing & payment as per lease agreement.
- Prepaid Expenses monitoring and monthly posting with the help if recurring entry.
- Electricity bills processing and payment for HO, Farms, Plants and water bills for HO, Courier bills Legal & Consultants bills, etc.
- Accounting of the monthly Provisions and monitoring of provision with actual expenses.
- Seed testing fees payment and invoice processing.
- Coordinate with departments for Purchase Requisition (PR) in SAP, use of Non-Purchase order NPO and Vender Master data managments etc.
- Excess fund transfer form ICICI Bank to Head Office HDFC Bank accounts.
- Preparation of the monthly MIS of Accounts payables
  1. Review of GR-IR GL with ageing and take necessary action with the help of Management.
  2. Advance given to Vender ageing report review and follow up with vendor to clear it.
  3. Credit balance of vendor ageing review and monitoring.
  4. Balance confirmation from parties and maintain tracker for it.
  5. Vendor reconciliation if any gap.
- Liaise with procurement & Other department team to ensure timely receipt of invoice for processing & Payments.
- Ensure internal controls and Tax Compliance in the TDS, TCS, GST etc.
- Provide Rent, SD, Legal expenses, prepaid schedules to internal and external auditors.
- Work on various process improvement projects in AP process automation to reduce data redundancy and process efficiency.

Pre-requisites of the role:

a) M.Com/MBA/B.Com Fresher or 1 year experience

Technical Expertise:

a) Proficiency in MS office (Excel and PPT)
b) Preparation of flow charts

Traits required:

a) Good Written and spoken communication skills
b) Inquisitiveness