

Job Description: Factory Accountant

Location: Greater Noida

Reporting To: Finance Manager

Industry: FMCG – Bakery & Confectionery

Role Overview

We are seeking a detail-oriented and responsible Factory Accountant to manage day-to-day financial and accounting operations at the factory. The role involves maintaining books of accounts, managing vendor payments, monitoring consumption and cost data, and ensuring compliance with company policies and statutory requirements.

The ideal candidate should have experience in manufacturing accounts, preferably within the FMCG or food industry, and possess strong skills in Tally/ERP systems and Excel.

Key Responsibilities

- Accounts Management
 1. Maintain day-to-day accounting of all factory-related transactions.
 2. Record purchase, expense, and consumption entries in ERP/Tally.
 3. Ensure accurate cost allocation to production and departments.
- Vendor Payments & Purchases
 4. Process supplier bills after verification with GRN, PO, and QC reports.
 5. Coordinate with purchase and store teams for invoice approvals.
 6. Prepare payment requests and maintain vendor ledger reconciliation.
- Inventory & Cost Monitoring
 7. Support RM/PM and finished goods stock valuation at month-end.
 8. Reconcile consumption with production and report material variances.
 9. Assist in cost sheet preparation and cost control initiatives.
- Banking & Cash Handling
 10. Manage petty cash transactions and prepare cash reimbursement statements.
 11. Coordinate with HO finance for fund transfers and cash flow updates.
 12. Maintain records for cheque payments, advances, and employee claims.
- Statutory Compliance
 13. Ensure compliance with GST, TDS, PF/ESI, and audit requirements.
 14. Support in preparation of data for monthly and annual audits.

15. Maintain all supporting documents and vouchers in proper filing order.

- MIS & Reporting

16. Prepare daily, weekly, and monthly expense summaries for review.

17. Support Finance Manager in factory financial reporting and analysis.

18. Highlight any cost deviations or irregularities promptly.

- Coordination & Support

19. Liaise with Purchase, Store, and Production for invoice validation and GRN matching.

20. Coordinate with head office accounts for reconciliations and financial closure.

21. Support in implementation of ERP/accounting system upgrades.

Qualifications & Experience

Education: B.Com / M.Com (Preference for candidates with additional certification in Tally/ERP).

Experience: 3–6 years in factory or plant accounting, preferably in FMCG / Food / Manufacturing industry.

Knowledge of Tally ERP, MS Excel, and accounting processes.

Understanding of cost control, stock reconciliation, and GST/TDS compliance.

Key Skills

- Sound knowledge of accounting principles and manufacturing cost systems.
- Proficiency in Tally ERP and Excel-based reporting.
- Accuracy, attention to detail, and documentation discipline.
- Strong coordination with production, purchase, and stores teams.
- Good communication and teamwork.

What We Offer

- Opportunity to handle accounts at a modern, automated cake manufacturing facility.
- Exposure to ERP-based accounting and cost management systems.
- Growth in a professional and expanding FMCG setup.