



PRIJAI HEAT EXCHANGERS PVT. LTD

Job Responsibilities

Designation: Cost & Accounting Intern

Qualification – CMA Intermediate

Exp – Ideal candidate will be a CMA Inter who is willing to pursue articleship in a manufacturing company.

Job Description of Cost Accountant

- Developing and maintaining the cost accounting system, documents and records of the organization
- Effective Partnering with Business & other Stakeholders for Cost Optimization, improving efficiency and profitability.
- Prepare monthly and quarterly accounting reports for submission to management
- Assist in completion of Cost Audit as part of statutory compliance.
- Analyzing profitability of products or services and recommending pricing strategies.
- Identifying and implementing cost saving initiatives and process improvements.
- Preparing Cost Reports, monitoring inventory levels, cost comparisons and product costing.
- Implementation of Costing Module in ERP system.
- Planning Budgets and preparing reports for multiple departments within a company.
- Analyse manufacturing costs and prepare periodic reports comparing standard prices to actual production cost.
- Participate in physical inventory counts to ensure the accuracy of inventory records.
- Preparing Reconciliation of Financial Accounts with Cost Accounts.

Skill Set required.

- **Cost Accounting Knowledge**
- In-depth knowledge of cost accounting principles and practices.
- Experience in developing and maintaining cost accounting systems, documents, and records.
- Proficiency in product costing, process costing, and variance analysis.
- **Statutory Compliance**
- Knowledge of statutory requirements related to cost audits.
- Ability to assist in the completion of cost audits.
- **ERP and Systems**
- Hands-on experience in implementing and working with the costing module in ERP systems.
- **Strong MS Excel** and accounting software skills for report generation and analysis.



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Job Responsibilities

- **Reporting and Analysis**
 - Ability to prepare monthly and quarterly accounting and cost reports for management.
 - Experience in analyzing profitability and preparing cost comparisons.
 - Skills in preparing reconciliation statements of financial accounts with cost accounts.
- **Budgeting and Planning**
 - Proficiency in planning budgets and preparing departmental reports.
 - Experience in monitoring inventory levels and controlling inventory costs.
- **Cost Optimization and Process Improvement**
 - Ability to identify and implement cost-saving initiatives and process improvements.
 - Effective partnering with business and stakeholders for cost optimization and efficiency improvement.
- **Pricing and Profitability Analysis**
 - Analytical skills to assess product or service profitability and recommend pricing strategies.
- **Inventory Management**
 - Experience in participating in physical inventory counts to ensure accuracy.
 - Knowledge of standard costing and the ability to analyze manufacturing costs vs. standard prices.
- **Communication and Collaboration**
 - Ability to collaborate effectively with cross-functional teams including production, purchase, and management.
 - Strong written and verbal communication skills for presenting reports and findings to management.
- **Attention to Detail and Accuracy**
 - High level of accuracy in handling cost data and preparing reports.
 - Ability to work independently with minimal supervision while meeting reporting deadlines.