

- **Position Title:** Specialist/Senior Specialist
- **Function:** Finance – Inventory
- **Reporting to: Manager**
- **Job Scope includes:**

Ensures accurate accounting records for receipts, disbursements and other accounting transactions. Performs a variety of clerical and entry-level bookkeeping and accounting tasks, applying accepted procedures to the preparation and maintenance of accounting and other records.

Job Description:

- Ensure timely & qualitative performance of month-end and during the month activities related to Inventory & Cost Accounting and Reporting –Plant Closing, Inventory Valuation, Pre & Post Close Analysis, Inventory General Ledgers& Transfer Profit Reconciliations, ad-hoc business queries etc.,.
- Should work towards becoming a Subject Matter Expert and provide necessary support to the team.
- Provide required support to Regional Business Analysts / Finance Managers / Controllers as and when required.
- Provide support in timely preparation of Metrics, Dashboards, KPIsfor reporting to Management.
- Drive Process improvements and keeping SOP documentation up-to-date.
- Ensure adherence to all applicable Internal Controls (SOX & non-SOX) and provide necessary support for smooth completion of Internal & External Audits.
- Provide best-of-the-best service to client and ensure Customer delight.

Mandatory: Skill Sets/Experience:

- CMA Fresher
OR
1 to 6 years of experience in Cost Accounting area along with exposure to SAP MM.
- Experience in the following areas would be preferred:
 - Manufacturing Accounting
 - Inventory Accounting
 - Product Costing & Pricing
- Exposure to ERP environment for a period of 1 year preferred.
- Flexible and adaptable to changing business needs and requirements.
- Must be able to work well under pressure and have a strong understanding of business process and systems.
- Well organized& time management skills.
- Ability to coordinate with multiple teams spread over different countries, centres and time zones.
- Must possess strong & effective written and verbal communication & presentation skills.
- Ability to succeed in a team environment.