

Position Specification – Finance Executive

Position	Finance Executive
Role	<ul style="list-style-type: none"> • Stock accounting and reconciliations. • Responsible for inbound/outbound logistics in plant, dealing with transporters/CMU and marketing branches. • Product costing and accounting. • Execute Sales tax related activities such as - filing returns, handling assessments, tracking & issuing statutory forms etc. • Good exposure required in handling Excel sheets. • Minimum exposure in SAP stock accounting & updation. • Proficiency in handling various MIS reports flowing from Contract Manufacturing Units (plants) to Head Office from time to time.
Technical Knowledge <i>(Technical knowledge the person must have)</i>	Essential <ul style="list-style-type: none"> • Stock accounting and principles of inventory valuation • Operating knowledge of commercial taxes and excise • Knowledge of internal control systems • Costing • Taxation • Accounting • Legal Understanding •
Skills <i>(Technical abilities the person must have)</i>	<ul style="list-style-type: none"> • Strong analytical ability • High result orientation – getting things done on time and as per agreed upon norms. • Good Communication Skills • Excellent Problem Solving Ability
Behavioral	<ul style="list-style-type: none"> • High standards of process discipline and adherence to control systems • Clear and precise communication with multiple points of contact • Maintain the required standards of professionalism in the face of multiple demands and potential conflict situations • High Ethical standards
Educational Qualification	ICWA CMA
Growth Potential	Candidates, who demonstrate through performance the required capabilities, will have an opportunity to grow rapidly with the business and manage larger responsibilities within the finance and accounts domains.