



**Job Description: Senior Analyst – Management Accounts**

<b>Role:</b>	Senior Analyst	<b>Level:</b>	6A
<b>Function:</b>	Finance	<b>Sub-function:</b>	Management Accounting
<b>Reporting to:</b>	Manager	<b>Management of:</b>	NA

<b>Role Objective</b>	
<p>To manage end to end revenue accounting (includes invoicing, accounting and other incidental matters) and assist in planning, budgeting and forecasting and reporting of monthly variance. To engage in ledger scrutiny and balance sheet analysis and provide insights on variance in budgeted vs. actual cost and revenue. To evaluate area of improvements through automation and actively engage with team on ensuring process improvements are delivered. Further reporting and analysis of Balance sheet and Cashflow reporting. Regular interactions with onshore/stakeholder, Auditors, Divisional team and the Group team.</p>	

<b>Professional Know-how</b>			
<b>Academic:</b>	<ul style="list-style-type: none"> <li>CA / CWA or CIMA /ACCA /ACA (UK)</li> </ul>	<b>Experience:</b>	<ul style="list-style-type: none"> <li>0-2 Years</li> </ul>

<b>Working Relationships</b>			
<b>Internal:</b>	<ul style="list-style-type: none"> <li>Internal Stakeholders</li> <li>Business lines, functions</li> <li>Senior management team</li> <li>Global team</li> </ul>	<b>External:</b>	<ul style="list-style-type: none"> <li>Vendor</li> <li>Customers</li> <li>Statutory Auditors</li> <li>Legal</li> </ul>



**Job Description: Senior Analyst – Management Accounts**

**Primary Responsibilities**

- Managing Accounts receivable on monthly basis which includes:
  - Coordinating with Operations team for Inputs
  - Compiling inputs for Invoice preparation
  - Posting invoice
  - Resolving clients queries
  - Debtors’ analysis
- Ledger scrutiny; cost analysis and understanding of the direct and indirect cost
- Assist in Month end reporting. Reporting includes Actual performance for the month, General ledger analysis, Balance sheet analysis and variance explanation, Head-count analysis, maintaining a rolling forecast and Cash flow.
- Assist in preparation of process wise profitability statement across business/Locations
- Assist in preparation of Annual Business Plan after collating all the functional budgets and keeping track of all the actual spend vis-à-vis the approved budget spends
- Assist in management presentations and projects as per requirement

**Key Result Areas**

- Ability to present financial data to support management decision making
- High attention to detail with analytical thinking and problem-solving skills
- Accuracy in interpretation and analysis of data
- Accuracy and timeliness of reports
- Identify improvements within internal processes
- Timely and accurate resolution to concerns/queries
- Good/Excellent knowledge of Excel and ability to work with customized software(s)
- Effective knowledge of SAP would be an added advantage
- Strong oral and written communication
- MS Office tools
- Prior experience of management accounting or FP&A environment would be a Plus

**TCF Competence**

A team member role, with a particular emphasis on completing the deliverables accurately, timely & efficiently. Is responsible for multiple activities related to month end reporting and external/internal clients’ information requests. Also identifies areas of improvement/concerns within the existing process for process improvement and efficiency management. Achieves TCF by ensuring performance of assigned objectives.

Grade	Title	CTC Upto. (INR PA)	TCC (INR PA)
6B	Analyst - Finance	600,000	690,000
6A	Senior Analyst - Finance	700,000	805,000