



JOB DESCRIPTION

Role	Accounting Analyst
Job Function	Accounting
Location of Position	Ford GTBC, Chennai

Position Responsibilities:

Daily

- Perform Daily JVs' and ensure Daily Journals are posted into PeopleSoft.
- Review the daily Checklist and ensure all activities are completed
- Daily review of Generic-id emails and respond within 24 Hrs.

Monthly

- Download month-end Reports from Receivables Subledger System
- Month-end journals are posted as per Standard list in SAP
- Upload all posted JVs into EDMS
- Manual Sub-ledger preparation
- Review and Update the Desk Procedures' as when changes are required
- Prepare the monthly metrics

Annually

- Participate in BDO process walkthroughs, support GAO audits.
- Ensure all procedures are reviewed at least annually
- Support MCRP design and testing, including spreadsheet control tasks

General - Ongoing

- Maintain Business Continuity Plan.
- Review Finance Manual changes and consider impact on the team's responsibilities.
- Ad-hoc projects as required

Person Specification:

Essential:

- The candidate should have a core Accounting Acumen.
- A high degree of PC literacy, including knowledge of Excel & PeopleSoft.
- Excellent verbal and written communication skills
- Able to communicate effectively at all levels
- Effective time management and prioritisation skills, with ability to deliver within deadlines
- To understand what the fair treatment of customers means and to ensure this is consistently incorporated into the role as appropriate.
- Portray high level of Integrity at work and have a learning dynamic mindset

Desirable:

- IFRS Knowledge
- SAP system experience
- The position requires a degree of flexibility in working hours when meeting strict month-end timings and deadlines
- Precision and have an eye for detail



JOB DESCRIPTION

- ✧ Name of the position- Associate
- ✧ Eligibility criteria- CMA Final qualified
- ✧ CTC p.a. - 10.5 LPA
- ✧ Job location- Chennai