

JD For Management Accountant @ GHBS Management Accounting CoE

Who we are:

Our LinkedIn page - <https://www.linkedin.com/company/holcim-global-hub-business-services-pvt-ltd/mycompany/>

About us:

Holcim Global Hub Services Private Limited has been set-up as the captive business services center in 2019 in India to support Holcim group globally (Website of Holcim Group - <https://www.holcim.com/>).

Currently, the center is fully operational and is servicing 25+ operating entities across Europe, Australia & New Zealand, LH Trading and India.

We aim to deliver sustainable value to the business driven through innovation, hyper automation, talent and exceptional collaboration with our operating entities and regional service centers.

With our world class business practices and focus on the digital, we have built intelligent automation CoE and have accelerated automation of various critical processes, including using central data and process mining tools.

With young and dynamic employees, we are also leveraging modern technology such as machine learning, AI, NLP and deploying multiple digital solutions in collaboration with our IT and LH MAQER (LH global start-up initiative on digital).

Our quick, flexible, and insightful partner and market-centric solutions are aimed at improving business effectiveness and contributing towards the bottom line of the group.

With a focus on agility and user experience, our ambition is to become a trusted partner and innovation Centre for LH operating entities across the globe.

Our current services portfolio includes

- Procure to Pay
- Record to Report
- Order to Cash
- Contact center
- Master data management
- Hire to retire
- Reporting & Dashboards
- Internal controls compliance
- Business Analytics
- Intelligent automation

Job Description follows.

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Scope of the role

- Management accountant is an integration part of GHBS management accountant coe and works very closely with the LH entity to whom the person is aligned with. The person works closely with the Financial Controller and key Business contacts to deliver high quality accounting support services to the GHBS partner entities
- The person will be responsible for preparing and finalising the month/quarter/year-end management accounts and also ensures integrity of accounting data - both P&L and Balance Sheet.
- To provide accurate, timely, and relevant production cost information to business unit stakeholders.
- To produce forecasts and budgets in line with company wide timetables.
- Use Quality/ lean principles/ continuous improvement in the Management Accounting Activities - not inclusive of your own area.
- Matrix reporting within GHBS Manager as well as with GHBS's partner entity

Responsibilities

1. Monthly

- Produce monthly Management Accounts & Reports for area / set of business units specified, in line with month end reporting timelines and MCS compliance.
 - Review income/operating statements with Operations before close.
 - This could include site managers, Financial Controller (FC) and General/Area Managers.
 - Work to tight deadlines at month end. (1.5 day month end close period).
 - Utilise systems like SAP, Qlikview Financial Suite and any other ERP to gather and analyse data as well as report results, using presentation skills.
 - Reconcile balance sheet using agreed methods. Ensure back up documentation is also complete.
 - Prepare monthly MCS documentation.
- Interaction with the Financial Controllers and Operational Management as part of the accounting business decision/commercial support activities.
 - Provide accounting analysis - including inventory reporting and analysis. Monthly Stock Reconciliations & GL/Inventory variance investigation.

2. Annually

- Support the financial planning, budgeting and forecasting processes. Execute key components of the planning process according to defined timelines.
- Annual stock revaluation.
- Annual audit evidence (requirements will be notified each time by Senior Management Accountant)
 - Mid-Year MCS controls audit
 - Hard Close audit - Oct close
 - Year end audit
- Annual Tax Pack preparation.
- Involvement in Budgeting and Forecasting will be required where necessary.

3. Ad Hoc

- Engage with the lean continuous process improvement.
- Work with FC to provide analytical business decision support, (market, product, customer and commercial).
- or provide assistance to site managers regarding finance. Offer Business Financial Analytical Support to also gain knowledge and understanding of the business on an operational level.
- Work to agreed levels of service and provide input on how to improve to Senior/Finance Operations Manager
- Maintain bulk purchase orders for materials. Complete quarterly review.
- Liaise with other teams within accounting along with Senior Management Accountant to ensure best practice and standardisation are being applied and contribute to continuous improvement process of files, processes and best practice.
- Maintain Item/Branch data & Price reviews. Complete quarterly rolling reviews.

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<ul style="list-style-type: none"> • Support FC with Fixed Asset audits and completing paperwork for MCS Fixed Asset audits and Stock takes. • Develop a detailed understanding of managerial accounting rules (LHARP). • Have an appreciation of the Capex process and on-going projects. • Attend team meetings as needed <p>4. Stakeholder Management/Customer Service</p> <ul style="list-style-type: none"> • Establish and maintain good working relationships with the business with a level of service that is consistent with business needs. • Foster a customer-focused environment delivering exceptional service and anticipating future customer needs • On an ad-hoc basis, participate in service delivery meetings providing to discuss items such as continuous improvement initiatives and issue resolution <p>5. Behaviour</p> <ul style="list-style-type: none"> • Operate in line with Health and Safety Procedures, Company Brand Values, Competition Law Compliance, Code of Conduct and other business processes and procedures. • Conducts self in a professional way, ensuring to understand their impacts on others and actively creates an environment that is respectful and inclusive. • Effectively communicate with all stakeholders. • Maintain a consistent, high level of productivity. • Demonstrated a strong drive to achieve meaningful results. <ul style="list-style-type: none"> • Effectively examine events, issues and problems, and generate optimal solutions in a timely manner • Demonstrates an excellent understanding of financial and quantitative information • Set high performance standards, demonstrate and foster a sense of urgency and commitment to achieving goals.

Knowledge, Skills, Mindset		
Area	Essential	Desirable (new starters only)
<ul style="list-style-type: none"> • Qualified CMA/ ICWA 	X	
Knowledge	X	
<ul style="list-style-type: none"> • System knowledge - Excellent IT skills, in particular Excel, ERP systems (including Qlikview /Microsoft/google etc) 		
<ul style="list-style-type: none"> • Accounting, integrity and control - Applying and adhering to relevant policies and procedures 	X	
<ul style="list-style-type: none"> • Business/industry knowledge - Company structure, functions and relevant policies and procedures 	X	
Skills	X	
<ul style="list-style-type: none"> • Challenge and influence - Able to challenge and question positively 		
<ul style="list-style-type: none"> • Effective communication - Able to deliver clear financial and non-financial information effectively 	X	
<ul style="list-style-type: none"> • Analytical skills - Interpreting information on financial performance 	X	
<ul style="list-style-type: none"> • Planning, forecasting and Budgeting - Evaluation of operational plans and assessment of future financial performance 	X	
<ul style="list-style-type: none"> • Presentation skills 	X	
<ul style="list-style-type: none"> • Organisation and planning/time management 	X	

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<p>Mindset</p> <ul style="list-style-type: none"> ● Results driven - Strong initiative taken for delivering results ● Resilience - Able to adapt to a regularly changing environment with a positive mindset ● Accountability and collaboration - Owns responsibility of role whilst actively cooperative across teams/departments/organisation 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
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<p>KPI's (Key Performance Indicators) – To be reviewed and updated as appropriate</p>
<p>Deliver Results</p> <ol style="list-style-type: none"> 1. Produce on time, accurate information 2. Meet all agreed deadlines 3. Build relationships with immediate team, wider finance team and Operations management 4. Participate in continuous process improvement 5. Remain in control of “housekeeping” activities

CTC:
 INR 7,00,000 per annum + a one time Anniversary bonus of INR 50,000 at the end of first year.