

<b>Company</b>	: Softgel Healthcare Private Limited (SHPL)
<b>Position</b>	: Manager or Senior Manager – Controlling and Budgeting, Forecasting Planning and Analysis
<b>Location</b>	: Chennai
<b>Prepared by</b>	: Chief Financial Officer

## Company Profile

Singapore-based private equity firm (PE firm) with global presence has acquired a controlling stake in Softgel Healthcare Private Limited (SHPL) in September 2022.

SHPL was initially a part of the Madras Pharma group. SHPL is involved in the manufacturing of soft gelatin capsules and Sunberg, another Madras Pharma Group Company, is involved in probiotics manufacturing. Both are now a part of PE firm..

PE firm is now building out the organizational structure, putting the company on a path to grow exponentially, including through acquisition led growth.

SHPL is a CDMO player and is specialised in softgel manufacturing, offering specialised products to the Pharmaceuticals and Nutraceuticals industry globally. The company has set up its state of-the-art and dedicated encapsulation facility for the manufacture of soft gelatin capsules in Chennai, South India across 2 large units that will over time be able to produce over 3Bn capsules, gummies and effervescent.

SHPL provides quality products and services that meet National and International standards. The facility has been designed as per the latest regulatory standards and has undergone audits by several reputed regulatory agencies. SHPL has a US FDA, EU GMP approved facility with exports to 45+ countries

## Job Description

**Designation:** Manager or Senior Manager – Controlling and Budgeting, Forecasting, Planning and Analysis

**Reporting to:** The role will directly report to the Chief Financial Officer (CFO)

## Key responsibilities:

- Lead and prepare the Annual performance update and Annual Operating Plan (AOP) before the start of the year with inputs received from all Business teams (BD, Production Planning and Control, R&D, Quality Assurance/Quality Control, Supply Chain, Finance, HR) respectively and in line with agreed business growth strategy

- Report on financial performance and prepare for regular leadership reviews:
  - Preparation of monthly MIS package (along with BS, PL, CF and MIS presentation) including commentary on key takeaways (in consultation with Business Development teams and Sales Co-ordinator) latest by 10<sup>th</sup> of next month for the previous month for discussion with CFO, SHPL Management and reviews by PE firm
  - Conducting detailed variance analysis from a Budget v/s Actuals and Prior Year v/s Actuals, Forecasts v/s Actuals etc. This shall include undertaking overall Gross Margin / Material Margin Analysis per market field viz Rx, OTC and Nutraceuticals, prepare Bridge for walk from Budget to Actuals and Prior Year to Actuals respectively
  - Monitor Sales targets (Budget v/s Achievement) and nudge the Business development teams to ensure achievement of monthly targets. Report any risks or exceptions to the CFO
  - To monitor the Working Capital on a regular basis with special emphasis on achieving agreed KPI's in inventory, receivables and payables areas and performing periodic ageing analysis and also obsolete inventory liquidation and provision process
  
- Work closely with the accounting team to ensure accurate financial reporting:
  - Conducting analysis and ensuring that all expenses (opex & capex) have been correctly recorded i.e. opex charged to P&L and capex duly capitalized and being depreciated in line with company's accounting policy
  
- Guide the cost analysis process by establishing and enforcing policies and procedures
  - Preparing Cost Centre wise reports [by department] for Overheads and SGNA costs, and providing those reports to each department together with appropriate recommendations.
  - Undertake Cost Control for all expenses so as to achieve Budgeted EBITDA nos. and report any exceptions on a timely basis to the CFO
  
- Monitor all Capex spending and to ensure it is within the approved Business case / Budget and report any exceptions
- Preparation of Business Cases for new business, new product development, new projects etc. using acceptable business growth and cost projections, ensuring that calculated ROI meets SHPL management / PE firm policy requirements and thereafter to get it approved by SHPL management and PE firm
- Perform review of ROI and ROIC respectively for past Business cases and ongoing Business and report exceptions along with appropriate reasoning
- Pre-audit of all outgoing cash and bank payments against Delegation of Authority matrix and ensuring that adequate compliances with policy and highlighting exceptions to the CFO

**ERP System implementation:**

- Lead the ERP System implementation for the Controlling, Budgeting and FP&A areas.
- Perform all activities including preparation, review, report definition, testing, migration, cut over, etc. to ensure an on-time and within budget ERP implementation.

**Additional responsibilities:**

- Support CFO on special projects and for any adhoc analysis required in the areas of Accounting, Controlling, Reporting, Business Planning and Budgeting areas including but not limited to Sunberg Lifesciences Pvt. Ltd. (or any other Madras Pharma group company).
- Prepare adhoc financial analysis based on requirements of SHPL management and PE firm to the CFO
- Implement controls over Controlling, Budget, FP&A processes (accounting, reporting, pricing) through documentation of standard operating procedures (SOP's) etc.
- Identify and drive process improvements, including the creation of standard and ad-hoc reports, tools, and Excel dashboards
- Increase productivity by developing automated reporting/forecasting tools

**Skills Desired:**

- He / She should have working knowledge of ERP (eg: SAP ECC) and strong analytical skills with hands on experience of MS Excel and PowerPoint applications. Strong fluency with Excel formulas and functions

**Qualifications:**

- Required Chartered Accountant/Cost & Management Accountant Degree. Additional Degree such as MBA Finance (from a premier Institute eg: IIM) / CIMA will be an added advantage .
- Good interpersonal, oral and written communication skills including the ability to effectively communicate at management level;
- Deep understanding of business principles and practices, superior attention to detail
- Excellent analytical skills, research skills

**Experience:**

- Minimum 4-6 years post qualification work experience preferably with MNC's or Large Indian conglomerates with at least 4 years each in the Accounting / Cost

Accounting and FP&A functions in a Manufacturing industry set-up. This can be relaxed for newly qualified/deserving candidates.

**Language skills:**

Advanced knowledge of English is a must and basic knowledge of Tamil is desirable

**CTC Per annum:**

As per industry Standards

**No. of Vacancies:1**