

# Sri Raghavendra Neuro Care Private Limited, Salem

## Job Description

Job Title: Management Executive - Budgeting, Costing & Internal Audit

Department: Finance & Cost Management

Location: Salem

Reports To: General Manager and Audit Team

### Key Responsibilities:

- Prepare, monitor, and review annual budgets for various hospital departments
- Conduct variance analysis comparing actual vs. budgeted figures; report deviations with justifications
- Identify, allocate, and analyze costs related to hospital services; prepare detailed costing reports
- Monitor and maintain pharmacy inventory, ensuring reorder levels are met and stockouts are avoided
- Conduct internal audits across departments to ensure compliance with policies and controls
- Lead or support costing and financial analysis for new and ongoing hospital projects
- Coordinate with procurement and operational departments to ensure cost-effective purchases and services
- Evaluate pricing strategies for hospital services and suggest improvements to ensure financial sustainability
- Ensure accurate documentation and adherence to hospital financial policies
- Collaborate with department heads to monitor expenditure and recommend corrective measures
- Generate regular financial and management reports for leadership review
- Assist with statutory audits and provide necessary information and responses to audit queries
- Track performance metrics and actively participate in financial process improvement initiatives
- Monitor and ensure timely submission of department-wise financial reports and MIS data

- Assist management in financial decision-making by providing insights through dashboards and data analysis tools

**Key Skills & Competencies:**

- Expertise in budgeting, cost analysis, variance reporting, and internal audits
- Strong analytical and problem-solving skills
- Proficiency in MS Excel and financial software (Tally, SAP, or ERP tools)
- Excellent leadership, coordination, and communication abilities

**Qualifications & Experience:**

- Qualified Cost and Management Accountant
- Work experience in Hospital sector is preferable
- CTC: 5-7 LPA