

Role:	R2A Senior Process Associate
BSv Grade:	A4

Role Description

Role Overview:

As a member of the team, you will leverage your proficient knowledge of one or more processes to participate in meeting service levels, key measurement targets of the team and delivers a high quality and cost-effective service. Is proactive in ensuring the delivery of a customer focused service to client.

As a Senior Process Associate you will be expected to:

- Have good knowledge of the process, policies and desk top procedures within their engagement
- Have good knowledge of the Client business area they support
- Displays a developing understanding of Capgemini, the way we do business, the technologies involved and operational processes & procedures we recommend based on our assets, like DGEM
- Identify simple ideas that add value to day-to-day operations or tasks and makes improvements to process within own area of remit
- Have excellent command of the functionalities of the technology used for the delivery of services in the specific client context
- Have general knowledge of CG Platforms approach and the Automation Drive Suit and DGEM Tech
- Be familiar with standard analysis tools/techniques
- Look for and gather key data and conducts a structured analysis
- Be aware of the business context for the analyzed data and can draw insights and makes relevant recommendations with coaching
- Understand that individual performance (efficiency and effectiveness) impacts the performance of the overall engagement
- Understand KPI measures and their basic impact on profitability

General Responsibilities / Accountabilities:

As a Senior Process Associate, (subject to the scope of work of your Client) you may be responsible for preparation and processing of all kind of accounting transactions, reporting and simple reconciliations. The responsibilities will include, but will not be limited to:

- Preparation (calculation) and processing of General Ledger Journals, Accruals, Provisions, allocations and other entries according to the schedule and agreed Client Desktop Procedures
- Processing of fixed asset related entries, based on the requests and according to schedule and agreed Client Desktop Procedures
- Monitoring of fixed assets related transactions and contacting the fixed asset owners to initiate the fixed asset capitalization

- Processing of bank statements on daily basis and reconciliation of bank related accounts, as well as clearing and monitoring the sub bank accounts
- Reconciliation of intercompany transactions and agreement of Intercompany balances with counterparties
- Initiation of Intercompany netting / settlements
- Preparation and execution of Period End Close related activities according to agreed timetable and procedures
- Reconciliation of low-risk balance sheet accounts
- Preparation of operational reports from the area of expertise
- Initiation and monitoring of automated transactions, i.e. FX valuation or depreciation
- Preparation of data for financial, management and treasury reporting – moving the data from source systems (ERP) to reporting and consolidation systems
- Execution of financial controls, as per Client Controls Framework

Qualifications (Education/Experience/Certification):

- Qualified CMA