

JOB DESCRIPTION

TITLE: Cost Analyst

DEPARTMENT: GBS Bangalore

REPORTS TO:	Cost Accounting Manager
WORKS WITH:	In this position you are part of the Finance GBS Cost Accounting Team and work closely with the Global Finance directors, Site Leads and CFOs as well as with other GBS partners
PURPOSE OF POSITION:	<p>The Cost Analyst owns & supports the Cost Accounting processes in the Finance GBS, in close partnership with business, operations, Procurement, Supply Chain and other accounting teams.</p> <p>In-depth and up to date knowledge of USGAAP and (more complex) materials accounting standards is required.</p> <p>Communication and (internal) stakeholder management with higher management levels within the Global Teva organization is required in this process.</p>

KEY RESPONSIBILITIES

- Financial close of multiple entities - ability to drive the book close efforts, help improve the close processes and reduce the time to close the books
- Managing all Costing related Accounting activities including inventory accounting policies and memos and write offs, their reporting and balance sheet reconciliations.
- Plays key role in the initial transition of processes in cost accounting activities into the Global Business Services. Therefore, tight communication and collaboration with local, regional and global accounting teams where needed
- Standardize and streamline cost accounting booking and recon process with clear methodology across all sites and BU's; Provide sites tools for calculations and analysis, uniform templates supporting accounting policies to ensure constant and accurate actual & forecast reporting; Build robust monthly recon process.
- Understand and ensure adherence with applicable financial policies and guidelines with special emphasis on: costing guidelines, global accounting policies, corporate policies, TGO economic guidelines
- Be fully accountable for all the cost accounting activities- plan, report, monitor and analyze.
- Perform regular scrutiny of ledgers, to ensure accuracy of general ledgers, cost center & profit center accounting
- Perform closing process through reviewing accruals notifications and Flux review to ensure timely and accurate financial statements
- Coordination of SOX compliance work for all entities and create further awareness of importance of SOX compliance
- Support of external audit requests by providing account analyses

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- Support systems implementation and modification to existing system and ensure timely delivery of all system testing and validation.
- Process documentations and certifications – will have to ensure that all process is appropriately documented and periodically certified by team members on regular basis.
- Oversee and ensure that appropriate controls are in place to ensure compliance with corporate policies and relevant legislation

PERSONAL PROFILE

SKILLS/QUALIFICATIONS:

- CWA / CA / Master degree is preferred
- Preferably familiar with USGAAP
- Working knowledge of internal controls
- Good working knowledge of SAP
- Good analytical skills and have hands on experience on inventory working & analysis
- Fluent verbal and written communication in English
- Experience in a multinational firm, Manufacturing or within a GBS (Global Business Service) is preferred
- Hands-on and proactive; strong organizational skills
- Accustomed to working with deadlines, in a dynamic environment
- Results driven and service oriented to internal and external customers
- Excellent collaboration with colleagues within the local organization and with the colleagues of the global business service to support the overall Finance department's goals and objectives
- Flexible and able to work in a changing environment
- Strong focus on improvement opportunities
- Want to work in a new (to be) established team
- Process documentations and certifications – will have to ensure that all process are appropriately documented and periodically certified by team members on regular basis
- The individuals must have hands on experience in preparing process flows

JOB CONDITIONS:

- Location is based in Bangalore
- Ability to travel within & outside India when required
- Flexibility to work in shifts (incl. US shift)
- Mandatory to work from office