

**CTC - 9 LPA (Fixed) + 1LPA (Retention Bonus to be given on 1 year completion).**

<b>Section</b>	<b>Details</b>
Job Title	Cost Management Trainee – Governance Department
Department	Governance Department
Role Overview	<p>The role supports the Governance team in monitoring costs, analyzing spend patterns, and ensuring adherence to internal policies and controls. It is ideal for students of Cost &amp; Management Accounting / Cost Management who want exposure to governance, risk, and compliance.</p> <ul style="list-style-type: none"><li>- Assist in tracking and analyzing departmental and project-wise costs.</li><li>- Support preparation of periodic cost reports, dashboards, and variance analyses for management review.</li><li>- Review expense approvals and transactions for alignment with company policies and governance guidelines.</li></ul>
Key Responsibilities	<ul style="list-style-type: none"><li>- Assist in drafting or updating SOPs related to cost control and approvals.</li><li>- Coordinate with Finance, Procurement, and Operations to collect data and clarify cost-related queries.</li><li>- Support internal audits, compliance reviews, and documentation of cost-related controls.</li><li>- Identify basic cost-saving opportunities and flag anomalies or policy deviations to seniors.</li></ul>
Desired Profile	<ul style="list-style-type: none"><li>- Pursuing Cost &amp; Management Accounting / MBA (Finance) / similar cost management program.</li><li>- Strong numerical and analytical skills with good proficiency in Excel.</li><li>- Basic understanding of budgeting, costing, and variance analysis.</li><li>- Attention to detail and comfort working with data and documentation.</li><li>- Good communication skills and interest in governance / process-driven roles.</li></ul>
Location	Hyderabad - Corporate Office
Reporting To	To be decided
Employment Type	Full-time