JOB DESCRIPTION	Cipla

1. Job Details

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Job Title:	Team Member- FG Valuation & MIS	**Date:**	
Name:		**Written by:**	
Reports to:	Team Lead Costing MIS	**Approved by:**	
	(Title, <u>not</u> Name)		(Jobholder)
Sub-function:	Costing	**Approved by:**	
Function	Finance		(Immediate Superior)
		Approved by:	
			(Next level Superior)

2. Job Purpose

Summarise in one statement why this job exists; and how it contributes to the overall mission/objective of the organisation. The structure of this statement should be (1) What does this job do; (2) What does it effect or provide; and (3) Why does it do this

Prepare Various MIS reports for Statutory compliance and Support to Business Partners for effective Business Decisions.

3. Organizational Chart

*(**Only** Job Titles)*

Team Lead
Costing MIS Material Validation

Team Member- FG Valuation & MIS
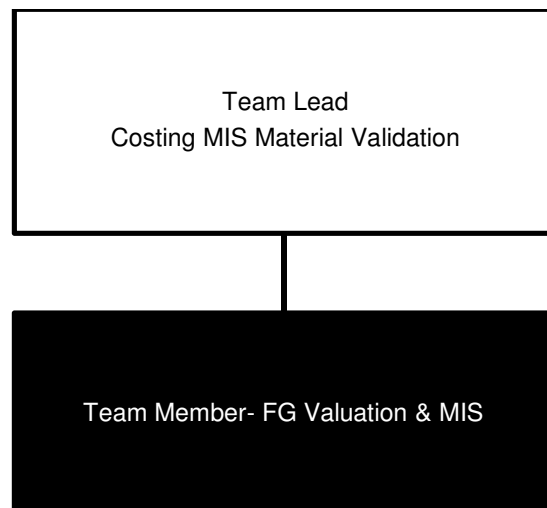
4. Key Accountabilities

List the expected end results that must be achieved in order to fulfil the job purpose and the activities that help in achieving these results.

Accountability Cluster	Major Activities / Tasks
I. Review FG Inventory, COGS and Support for smoothly closing of accounts.	• FG Inventory and COGS Revaluation and Provisioning • Unrealised profit on stock working • Prepare various stock related reports like Bank Statement, Statement for Insurance, issued to cost centre etc. • Assess IFC controls and maintain appropriate supporting. • Prepare Form III for products covered under DPCO
II. Assist in completion of Cost Audit as part of statutory compliance.	• Review FG Movement and give appropriate treatment in cost records. • Reconcile ED on sales. • Prepare and Analyse Margin statement for FG. • Prepare Cost Audit Paras and consolidate. • Supporting other team members for completing cost audit smoothly. • Attending queries of cost auditors.
III. Effective Partnering with Business & other Stakeholders for Cost Optimization	• Partner with Europe Business on Cost optimization Projects • Providing cost for Portfolio Evaluation, pipeline products • Quarterly Product Recipe review
IV. Support to other team members.	• Support to Income tax team to reply on notice / summons from Income Tax Department. • Preparation of ratios, LL-wise sales for Tax Audit
V. Handle special Projects	• Automate FG stock revaluation to expedite provisions and other JVs. • Review of recipe and raise observations to respective team members

5. Major Challenges

Describe the major challenges you face in carrying out the job, and what you do in order to overcome them.

Challenge – Huge volume of data in excel and managing excel work sheet which is time consuming.

Overcome – Automate reports in SAP through z- development or check out for alternate software like BI tool

6. Key Interactions

Who (internal/external) does this position interact with on a regular basis to perform this role? How often and for what purpose?

Internal	External

• Interact with Business Unit Partner
  - To analyse opportunities with different API sources / Manufacturing locations to support Business Decisions.
  - As and when Cost request is received.
• Interact with Supply Chain/Procurement team to get latest Raw Material Purchase Rates to work out Costing
  - As and when Cost request is received.
• Interact with Production Team to get various data required to work out Product Cost.
  - As and when Cost request is received.
• Interact with Manufacturing Team to get data for Inventory Valuation on Monthly basis.
• SAP Technical team for system related queries.
  - As and when Cost request is received.
• Interaction with Taxation Department on need based for Cost Audit / Statutory Compliance.
	• Statutory Auditors need based for quarterly and Annual Accounts Closing. Internal/Cost Auditors annually for Audit of Cost Records.

7. Dimensions

List the data which will reflect the scope and scale of activities concerning the job.
(These should be quantifiable numerical amounts)

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1. Analysing FG inventory and Inventory provisioning figurers lying at 80 plus own manufacturing plant, Loan Licences plants and 80 plus depots.
2. Geography – Reviewing costing for Europe Market.

8. Key Decisions:

List the key decisions this job can take 'on its own' and some key recommendations made to reporting manager (or others) for approval

Decisions	Recommendations
Providing Monthly Stock Statements to treasury team to submit it to bank and Insurance Department.	
Submission of Report to other stakeholder/Line manager if required in the absence of line manager.	

Comments:
Any decisions pertaining to routine activities taken in the absence of line manager are fairly reliable.

9. Skills & Knowledge

State the minimum acceptable proficiency for this job. Do not state incumbent-specific information

Educational qualifications:

Commerce Background with professional qualification ICWA