

## Job Description

<b>Unique Job Role</b>	Manager FC&A	<b>Date Created</b>	15 <sup>th</sup> October, 2019
<b>Normally Reports To</b>	Lead FC&A		
<b>Functional Area</b>	FC&A	<b>Sub Functional Area</b>	Multiple

### Job Purpose

Provides support to the various FC&A teams (business operations, sub functions) in carrying out techno-commercial activities such as detailed analysis, designing cost control mechanism, collation, coordination and follow-up with all sub functions as per prescribed processes and policies.

### Accountabilities

No.	Key Accountabilities
1.	Providing support to the FC&A teams across businesses in the day to day activities as per business plans and ensuring adherence to centralized processes and systems
2.	Attain business objectives by commercial controls and MIS. Carry out analysis and extend recommendation on wasteful / idle expenses
3.	Carry out life cycle analysis and cost-benefit analysis of key technological investment decisions
4.	Prepare MIS and dashboards periodically and hold functional review meetings
5.	Provide cost trend analysis of key cost heads and lead cost optimization initiative of the functions
6.	Support Manager/Lead FC&A in working with the team to ensure timely closure of financial statements in compliance with central guidelines and standards
7.	Provide support in collation of financial reports and documents for review by the respective Head/Lead FC&A
8.	Follow up with local FC&A teams on any compliance related issues to ensure issues are resolved in a timely manner

### Competencies

Competencies	Proficiency Level (1-4) *
▪ Core Finance, Accounting and Procurement Skills	3
▪ Value Analytics	3
▪ Business Partnering & Service	2
▪ Leadership	1

### Experience & Educational Requirements

<b>EDUCATIONAL QUALIFICATIONS:</b> <i>Include Additional Certification Required if any</i>	<b>Necessary:</b> <ul style="list-style-type: none"> <li>Graduate in Commerce / Engineering</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>CA / CMA ( Rank Holder )</li> </ul>
---	--

<b>RELEVANT EXPERIENCE:</b> <i>Type of roles (and duration) which an individual ideally should have done in his/her prior experience to be detailed</i>	<b>Desirable</b> <ul style="list-style-type: none"> <li>1 - 2 years of Executive experience</li> </ul>
--	--

### Scope of Work

<b>a) Financial Scope</b> (Range of financial spend):	NA
<b>b) People Management Scope</b> (Range of no. of Direct Reports):	NA
<b>c) Geography Coverage</b> (Country-wide/ State-wide / Area-wide)	Country-wide
<b>d) Corporate Coverage</b> (Company-wide / Business Unit or Function-wide / Sub-function-wide / Other):	Function-wide