



Role Name	Executive - Business Intelligence (Gujarat)		
Role Description			
Role purpose	To prepare and submit MIS reports of Gujarat plant		
Document created by			
Responsibilities Heads	KRA (Key Result Areas)	KPI (Key Performance Indicators)	
Annual Budget	Prepare and compile the budgeted inputs received from respective departments of Gujarat Plant and internal discussion among them to finalise the inputs received. Submit overall annual budget to Corporate Office for their consolidation.	Time and Accuracy.	
MTP (Mid Term Plan)	Prepare and compile projections annually for three years roll-over period from current period, related to Gujarat Plant and submit to Corporate Office.	Time and Accuracy.	
MIS Reports	Prepare MIS reports and analyse monthly variances with respect to budget of Gujarat Plant. Send details required to Corporate Office for consolidation to submit monthly MIS folder to Management. Preparation of quick estimate and mid-month estimate for the month	Time, Accuracy and detailed analysis.	
Feedback to Departments	Send monthly reports to respective departments of the plant to inform about actual cost incurred and its variances in order to have control over costs and to provide factors for variations.	Time and Accuracy.	
Product Profitability	Prepare and consolidate budget & actual performance into productwise, modelwise and customerwise analysis of revenues and cost on quarterly basis to highlight the performances in detailed level for Gujarat plant.	Time, Accuracy and Quality of reports.	
Additional reports	Monthly preparation of Machinewise performance tracking, New model development cost, study on activity based costing for the plant and other reports as and when required.	Time and Accuracy.	
REQUIREMENTS			
Knowledge	* Cost accounting * ERP (Financial & Manufacturing)	Experience (Number of years)	2 to 4 Yrs. in manufacturing organization (preferably from automotive industry)
Skills	* Analytical skill * Communication * Computer skill (Excel, PowerPoint, ERP) * Presentation skills	Qualification	CMA qualified
INTERACTION			

Internal	Customers	Other External parties/Vendors
1. Auto Costing department 2. Various departments in Plant 3. F&A	Plant Management S&M Top Management	None

CTC - 5.5 LPA

Opening- 1