

## Professional Know-how

### Academic:

- Qualified CMA

### • Experience:

- Minimum 1-3 years in FP&A domain.
- Experience of SAP

## Primary Responsibilities

### Daily tasks & month-end

- Support the onshore stakeholders in period-end accounting and closing.
- Review and analyze information from the general ledger and other accounting records to ensure accuracy and completeness, undertake GL reconciliations, and take corrective action, as appropriate
- Assist and prepare various management reports according to the company accounting and financial guidelines
- Perform Balance Sheet reconciliations, variance analysis and payroll analysis
- Assist onshore BUs in project financial analysis, determining Work-in-progress/Deferred Income and CFAs.
- Oversee SAP administration - PO/GRN/WBS management
- Co-ordinate for administrative tasks - Vendor invoice approvals, sales invoices and others

### Reporting tasks

- Prepare and provide inputs for weekly & month-end reports
- Project Reviews with Project Leads for determining accurate forecasts.
- Work with BU Accountant/ Finance Controller/Finance Manager to prepare and submit scheduled reports
- Produce standard reporting packs

## Key Skills and Attributes

### Candidate is expected to have:

- Strong analytical and problems solving skills with excellent attention to detail and accuracy. Ability to work with spreadsheet in analysis
- Very high standard of verbal and written communication
- Ability to work under pressure and to meet deadlines
- Highly motivated, demonstrates initiatives and proactive in their approach to the business. Ability to work proactively within an offshore / onshore framework
- Adaptable and flexible in changing scenarios and set ups. Ability to learn quickly
- Good Interpersonal skills as frequent interaction with onshore stakeholders.
- Good Excel and logic construction skills

	Grade	Title	CTC (INR PA)	TCC (INR PA)
<b>Freshers</b>	<b>6B</b>	<b>Analyst - Finance</b>	521,736	600,000
<b>Experienced (&gt;2Yrs)</b>	<b>6B</b>	<b>Analyst - Finance</b>	565,224	650,004