

<b>Job Title</b>	Finance Executive
<b>Location</b>	Pan-India
<b>Reports to</b>	Asst Manager Finance
<b>Key Deliverables</b>	
<ul style="list-style-type: none"> <li>• <b>Financial Accounting-</b> Assist in review and preparation of Monthly Accounts, Inter Company Debit Note Accounting, Review of Accounts &amp; GL analysis, Preparation of Quarterly Schedules etc.</li> <li>• <b>Tax related Analysis</b> – Review of C Form compliance and CENVAT compliance report sent by factory team in desired format; Ensure TDS &amp; Reverse Service Tax compliances, Resolve tax related issues if any;</li> <li>• <b>Audit Control-</b> Coordinate with audit team for implementation of audit recommendations; Resolve issues if any during implementation</li> <li>• <b>Capex-</b> Managing Capex Finance operations including Negotiation with suppliers, Ordering, Payments, Statutory Compliances, Retention &amp; Advances, Bank Guarantees, LC, Transfer Pricing Regulation etc. Managing Budget tracking. Evaluating financial viability of all Capex proposals.</li> <li>• <b>Revenue:</b> Ensure timely payment of all category related payments-contractors, admin, imprest cash, spares. Ensure compliance of company policies with regard to ordering and competitive quotations.</li> <li>• <b>Financial &amp; Cost Analysis-</b> Prepare monthly financial reports (e.g. material reports, scrap sales reports, finished goods aging report, sales report SKU wise and COGS); Prepare monthly profit and loss report for category; Assist in MIS on a month on month basis</li> <li>• <b>Assistance in Business Planning-</b> Calculate COGS for the coming year based on inputs from procurement &amp; manufacturing team and past performance data; analyzing impact of material &amp; freight inflation, analyzing fixed cost.</li> <li>• <b>Inventory Management-</b> Conduct surprise stock verification audit at CMU/owned unit; Review reconciliation of physical stock with stock records and SAP; review of stock accounting &amp; moving (weighted) average price.</li> <li>• <b>Policies and Systems-</b> Review and ensure adherence to company policies and systems</li> <li>• <b>Implementation of new &amp; improved processes:</b> Assist in implementation of new processes in order to comply the new/upcoming statutory requirements e.g., under Companies Act, 2013, Ind AS, GST etc. or to improve the present systems &amp; processes e.g., improvement in variance accounting process etc.</li> </ul>	