



JOB DESCRIPTION

Department	FBS Accounting
Position Title	Analyst
Proposed Grade	SG05 (CA / CMA Campus Interview)
Reporting to	People Leader
Location of Position	Ford GTBC, Chennai

Position Purpose (Brief Summary of why position exists)

FBS Accounting is responsible for the oversight and operation of accounting processes and systems of Ford Motor Company and its affiliates across the globe, including Financial Reporting, Accounting Policy, Inventory Accounting, Accounts payable, Sales Accounting and Accounts receivable, Fixed Assets and Lease Accounting, and Payroll accounting.

The position requires solid accounting knowledge combined with strong analytical skills. The position will support various aspects of the financials including, but not limited to, working with various stake holders, assisting in various audits, and monitoring various metrics of the business to aide in daily operation decisions. The position also required general accounting responsibilities, including journal entries, account reconciliation and accruals.

The candidate will need to possess strong problem-solving skills, work ethic, organizational skills, attention to details, decision making skills and ability to work with others. The candidate will fit well in an environment that rewards bright, self -starting, energetic, focused individuals with ever increasing responsibility and challenge.

The successful candidate will be initially placed in one of the accounting functions and will have opportunity for career growth and development through job rotations in various accounting, internal control, internal audit and finance roles.

Job Roles & Responsibilities

1. Responsibilities includes recording and reporting transactions for both parent company and subsidiaries. (Payables/ Receivables/ Inventory Accounting / Payroll / Asset management)
2. Prepare, review, and analyze monthly financial statements; assist in the month end, quarter end, and year end closing processes, ensure transactions are in accordance with US GAAP, IFRS and internal policies and procedures are followed.
3. To liaise with Finance and Operations teams in markets to resolve the day-to-day operation related issues
4. To prepare and present metrics to senior management
5. Drive Innovation, Process Improvement and view things from a fresh perspective
7. Perform accounting with quality and right first-time output mindset

Educational Qualification	CA, CWA or Equivalent
Number of Years of Experience	Fresher

Professional Exposure

Expert level knowledge in Accounting, Finance and Internal Control
 Good Analytical Skills
 Self-Learning, Attention to details & Ability to handle independently
 Basic computing skills (MS EXCEL and PowerPoint)
 Good Communication skills both verbal and written
 Control Mindset

Any other requirement

Desirable: SAP S4 Hana (FICO, SD, MM and Projects) background and process automation experience

• CTC p.a. - 10.5 Lacs pa (Rs. 10,50,000 INR)



JOB DESCRIPTION

- Job location – Chennai

Account Reconciliation Approver (Ford Credit)

Short Job Description

Account Reconciliations to be reviewed and approved, work with respective stakeholders to clear the difference and manage team

Detailed Job Description

- Analyzing, reviewing and approving the Reconciliations in Blackline as per the procedure
- Ensure the team is completing the reconciliation as per the agreed timelines thereby preparing all the required documentations
- Any change in account reconciliations to be communicated to automation team and change management champion immediately.
- Preparation, Presentation and Circulation of Metrics
- Manage team, encourage people to bring more ideas (curious mindset), motivate and guide the team
- Build and maintain strong relationships with other departments (Finance, Operations, GAO, PwC, Regulators) - Leverage the knowledge within FCGBC
- Drive increased empowerment and higher accountability
- Timely completion of annual MCRPs, SOX certification & CaR Due Diligence and review of Operating procedures (With NIL Comments), PWC and GAO Audit
- BCP: Sustain 100% BCP compliant for all vital /Critical transitioned processes and to Compliant BCP for newly transitioned activities which are less than 6 months old
- Minor/Major or GAO comments are closed as per the timeline. Ensure timely reporting, implementation and closure of comments

Responsibilities

Handling team and work for their career development

Analyze, identify, report and resolve issues related to reconciliations and Blackline system

Drive automation with the team

Build good rapport with all the stakeholders

End to End ownership for the reconciliations approved

Ford Motor Company – Finance Function

Generic Job Description for Junior Finance Analyst (GSR 5)



JOB DESCRIPTION

Global Ford Finance Vision:

One global team, recognized, for finance excellence and outstanding business partnership, and innovation, delivering a competitive advantage

Global Ford Finance Mission:

Deliver superior financial products, services, and business results, working with our customers & partners, using common processes, systems, and organizations to drive automotive and mobility leadership

How do Ford Finance teams operate?

In Ford Motor Company, we operate as various Skill teams / Functions; i.e., Manufacturing, Material Planning & Logistics, Purchasing, Product Development etc., and every skill team's objectives are aligned to the overall objectives of the Global Company. Every Skill team is also structured appropriately to support various Business Units within the company (North America, South America, Europe, Middle East & Africa and Asia Pacific Operations, China), which support to achieve the Business Units Objectives while staying aligned to their Global Skill Team objectives. Finance supports the various Operating teams as below:

- Partner with the Skill teams in an integrated manner supporting a Business Plan which creates value through profitable growth
- Managing an Optimized Capital Structure
- Proactively manage business risks and opportunities to support delivery of the plan
- Sustainable Common Processes and Systems, deliver optimal work tools / methods to deliver process efficiencies
- Demonstrate financial acumen and business partnership at all levels

Each such Skill team / Function has a Finance Controller, at a Global Level as well as Business Unit or Region level. Each such Finance Controller has a team / staff – Managers and Analysts. The Finance teams responsible for Business Units are well integrated with the Global Controllers Office, with a dual reporting to the CFO of the respective Business Unit.

Ford Finance presence in India:

Finance teams supporting various Global Skill teams, based in Chennai as part of Global Business Services (GBS). The organization is known as 'Financial Planning & Analysis (FP&A)'

- FP&A is divided into various verticals based on the skill teams it supports across all Business Units; e.g., PD Finance, Manufacturing Finance, Treasury, Marketing, Sales and Service Finance, Purchasing Finance etc.
- FP&A teams are fully integrated with the respective Controllers Offices (Global / Regional) and operate seamlessly as their extended team based in India



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The JD / R&R of the Junior Financial Analyst in the Skill Team Finance i.e., Functional Finance team is generally as below. Specific domain skill-set will vary based on the Function and is not a must to have.

Junior Financial Analyst – Functional Finance
(Responsible for Finance Analysis, Accounting and/or Control for Functional Finance)

Job description:

- Perform Accounting activities as required to support the Function (e.g., Book Close, Accrual Journals, Account reconciliations etc.) and comply with the relevant statutory requirements as well as Ford Finance manual
- Support in development of monthly forecasts and explain changes with key physicals
- Interface with the Profit Consolidation team to ensure the forecasts are timely submitted for consolidation and support reviews on Revenue/Cost Performance.
- Support and maintain systems used for financial reporting and support upgrade to systems and processes as required by management
- Publish regular MIS reports on timely basis
- Support Special Studies (viz. business cases, scenario planning, decision support, evidence based analysis and recommendations), as required from time to time
- Support standardization and automation of business processes, where applicable.

Key Roles & Responsibilities:

- Perform month close activities and analysis to support management reporting, prepare and post journals reconcile and maintain sub-ledgers, prepare/update key metrics to show function's performance
- Prepare issue-to-issue, quarter-over-quarter, budget performance, and year-over-year schedules to support analytical requirements and management reviews explaining key drivers for variances
- Support and implement continuous improvement ideas and innovation to enhance the cost efficiency and effectiveness of process/tools
- Perform routine tasks such as cost tracking, approval requests, report publication and data collection
- Support any urgent / unplanned request for special project / Business cases / Benchmarking etc.
- Foster open communication and cordial relationship with functional teams



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Desired General Skills and Experience

- Analytical skills – understanding physicals / key financial & operating drivers for the cost elements
- Can do winning attitude and looks at Challenges as Opportunities
- Attention to details, capable of multi-tasking to meet deadlines
- Good communication, Coordination and presentation skills
- Active and Quick Learner
- Results-oriented with a Strong Work Ethic
- Demonstrates Initiative and Proactive Approach to Problems
- Able to Work Independently and Follow-up on Assignments
- Team Player, with the Ability to Work Cross-Culturally

Special Skills Required

- Microsoft Excel (Vlookup, pivot tables and charts)
- Basic knowledge in applications such as Alteryx, Hyperion, PeopleSoft preferable
- PowerPoint, Outlook and Word

Functional / Technical Skills (Preferred)

Experience with Financial and Accounting Concepts and Analysis, preparation of Budgets / Business plans / Forecasts-preferably in an automotive or manufacturing environment

Experience/Education:

- 0-2 years of financial analysis and /or accounting experience
- Proven academic background
- Qualified CA /CWA/ ACCA/ CIMA / Full time MBA (Finance)