

Job Description

Company / Unit Name: Minda Corporation Limited.	
Position Title: Management Trainee - CMA	Level: IV-C
Department: Finance	Reporting to: Head - F&A
Company Location: HOSUR/PALLAIPALAKKAM	
Educational Qualification: CMA	
Experience (in years): Fresher	

Role and Responsibilities :

1) Budgeting

- Support in driving the Annual Budget Exercise and LTS document for various businesses
- Support in preparing budget, control mechanisms and monitor adherence to budgets on a monthly and quarterly basis

2) Accounting & MIS

- Consolidate financials of different plants and prepare consolidated monthly, quarterly and yearly financial statements
- Carry out physical verification of assets and asset capitalization accounting, whenever necessary
- Support in preparing dashboards (Budget, SoM, debtors, quality, operations, materials, inventory, Market Insight etc.) for Board of Management
- Support in managing Working Capital and Cash flow for the required businesses

3) Audits

- Support in carrying out internal audits in all plants and preparing relevant action plan to close gaps
- Support in carrying out cost and income tax audits at all plants

4) Taxation

- Support in establishing mechanisms for implementation of GST and indirect taxation
- Support in ensuring development of internal financial policy and SOPs and ensuring adherence to the same

5) Risk Management

- Support in establishing mechanism for Risk Identification

6) Mergers & Acquisition

- Support in Preparing and periodically review guidelines and process of formation of strategic alliances indicating boundary conditions and target areas
- Support in Identifying new markets and customers for new product lines like commercial vehicles and electric vehicles

- **Behavioral Competencies:** Entrepreneurship – Comfort with ambiguity, opportunity Sensing and driving innovation.
- Strategic Thinking – Envisioning future, creativity and systems thinking.
- Business Acumen – Customer focused, value optimization, managing risk.
- Enabling Change
- Passion and Execution – Emotional connect, ownership & accountability and drive for results.

Functional Competencies:

- Highly business oriented, analytical, self believer,
- Critical thinking, Problem-solving skills,
- Strategic financial Planning, maintaining financial systems,
- Accounting Advise, Corporate Governance, Knowledge of Accounting Standards,

- Value based management, knowledge about Mergers, Acquisitions and Divestments, Communication and presentation skills etc.

List of companies/industries which can be a possible source for such profiles:

1. ICMAI

What we offer (CMA)

	1st Year	2nd Year	3rd Year
Designation	CMA Trainee	Senior Executive	Senior Executive
Level	IV C	V A	V A
Total CTC	6.50 LPA	7.50 LPA	On performance basis
Fixed CTC	6 LPA	6.50 LPA	On performance basis
Other benefits	50,000 Retention Bonus	1 Lakhs Retention Bonus (to be added to CTC after a year)	Company sponsored Certifications
Eligibility Criteria	After successful completion of 1st year.	After successful completion of 2nd year	After successful completion of 3rd year.