

JOB DESCRIPTION



Job Title: Financial Planning & Analysis Analyst	Reporting to: Financial Planning & Analysis Manager
Mission Statement Providing Financial Planning and Analyze expertise to the organization by compiling and analyzing metrics, identifying trends and problems, communicating information to relevant groups and recommending actions to improve financial performance.	
Main Accountabilities	
<p data-bbox="69 480 405 513">Functional Cost Analysis</p> <ul data-bbox="132 553 1984 1089" style="list-style-type: none">• Performing analysis of Country specific Real Estate function versus Plan and forecast.• Performing month end closing activities and MIS reports• Working with the other financial professionals in Divisions / Hubs / Countries / functions to understand and analyze the drivers of financial performance.• Setting up of allocation cycles for transferring fixed cost to various business divisions• Performing cost / benefit analysis and analysis of fixed assets and cash flow• Preparing ad-hoc reports as per business / function's request.• Supporting preparation of relevant organization financial reporting, business planning & forecasting.• Preparation and submission of Global management reports• Validating accuracy of financial data and business information and reports by performing reconciliation and review of exceptions.• Optimize own performance to increase productivity by developing automated solutions, eliminating duplications, coordinating information requirements.• Identify areas for process / report standardization across different countries, divisions and business units.• Ensure processes and controls within own area of responsibility are implemented in line with Group and unit requirements.• Maintain SOPs for all activities performed. <p data-bbox="69 1154 363 1187">Knowledge and Skills</p> <ul data-bbox="132 1227 989 1505" style="list-style-type: none">• Strong analytical and problem solving skills.• Thorough / detail oriented approach.• Strong communication skills.• Fluent in English.• Hands on experience in SAP is an added advantage• Experience with MS Office• Ability to work with diverse teams across different countries.• Self-motivated with a strong commitment to quality	

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Experience:

Entry level or less than 2 years experience in Financial Planning and Analysis.

Education:

Bachelor or Master's degree in a Finance and/or Accounting. CMA/CA/ MBA Finance preferred

CTC: 7.75LPA.