

### Job Description

<b>Company / Unit Name: Minda Corporation Limited.</b>	
<b>Position Title: Management Trainee - CMA</b>	<b>Level: IV-C</b>
<b>Department: Finance</b>	<b>Reporting to: Head - F&amp;A</b>
<b>Company Location: Noida, Pune</b>	
<b>Educational Qualification: CMA</b>	
<b>Experience (in years): Fresher</b>	
<b>Role and Responsibilities :</b>	
<p><b>1) Budgeting</b></p> <ul style="list-style-type: none"><li>• Support in driving the Annual Budget Exercise and LTS document for various businesses</li><li>• Support in preparing budget, control mechanisms and monitor adherence to budgets on a monthly and quarterly basis</li></ul> <p><b>2) Accounting &amp; MIS</b></p> <ul style="list-style-type: none"><li>• Consolidate financials of different plants and prepare consolidated monthly, quarterly and yearly financial statements</li><li>• Carry out physical verification of assets and asset capitalization accounting, whenever necessary</li><li>• Support in preparing dashboards (Budget, SoM, debtors, quality, operations, materials, inventory, Market Insight etc.) for Board of Management</li><li>• Support in managing Working Capital and Cash flow for the required businesses</li></ul> <p><b>3) Audits</b></p> <ul style="list-style-type: none"><li>• Support in carrying out internal audits in all plants and preparing relevant action plan to close gaps</li><li>• Support in carrying out cost and income tax audits at all plants</li></ul> <p><b>4) Taxation</b></p> <ul style="list-style-type: none"><li>• Support in establishing mechanisms for implementation of GST and indirect taxation</li><li>• Support in ensuring development of internal financial policy and SOPs and ensuring adherence to the same</li></ul> <p><b>5) Risk Management</b></p> <ul style="list-style-type: none"><li>• Support in establishing mechanism for Risk Identification</li></ul> <p><b>6) Mergers &amp; Acquisition</b></p> <ul style="list-style-type: none"><li>• Support in Preparing and periodically review guidelines and process of formation of strategic alliances indicating boundary conditions and target areas</li><li>• Support in Identifying new markets and customers for new product lines like commercial vehicles and electric vehicles</li></ul>	
<ul style="list-style-type: none"><li>• <b>Behavioral Competencies:</b> Entrepreneurship – Comfort with ambiguity, opportunity Sensing and driving innovation.</li><li>• Strategic Thinking – Envisioning future, creativity and systems thinking.</li><li>• Business Acumen – Customer focused, value optimization, managing risk.</li><li>• Enabling Change</li><li>• Passion and Execution – Emotional connect, ownership &amp; accountability and drive for results.</li></ul>	
<b>Functional Competencies:</b>	
<ul style="list-style-type: none"><li>• Highly business oriented, analytical, self believer,</li><li>• Critical thinking, Problem-solving skills,</li><li>• Strategic financial Planning, maintaining financial systems,</li><li>• Accounting Advise, Corporate Governance, Knowledge of Accounting Standards,</li></ul>	

- 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.