

## ITC LIMITED – FOODS BUSINESSES DIVISION

ITC's Branded Packaged Foods business is one of the fastest-growing foods businesses in India. The Foods business is today represented in multiple categories in the market - Staples, Spices, Ready-to-Eat, Snack Foods, Bakery & Confectionery, and the newly introduced Juices & Beverages, driven by its popular brands - Aashirvaad, Sunfeast, Bingo, Yippee, Kitchens of India, B Natural, mint-o, Candyman and GumOn. In a short span, the division has captured a sizeable market share in all its operating segments and set the benchmark on product quality. The Division has drawn up ambitious growth plans and is well-positioned to become the largest branded, packaged food business in the country in the coming years. These brands delight millions of households with a wide range of differentiated, value-added products developed by leveraging ITC's in-house R&D capabilities, relevant consumer insights, a deep understanding of the Indian palate gained from its Hotels business, its agri-sourcing & and packaging strengths, exciting, innovative communication and an unmatched distribution network.

|                   |                                  |
|-------------------|----------------------------------|
| <b>JOB TITLE</b>  | Finance Executive                |
| <b>REPORTS TO</b> | Group Category Finance Manager   |
| <b>FUNCTION</b>   | Finance                          |
| <b>LOCATION</b>   | Anywhere in East and North India |

### **JOB PURPOSE:**

To manage and record CMU/own factory-related financial transactions for the category within manufacturing requirements, accounting guidelines, and category budgetary constraints to ensure smooth financial and inventory-related operations.

### **EXPERIENCE AND EDUCATIONAL QUALIFICATIONS:**

#### **SCOPE OF THE JOB:**

- **Principal Accountabilities- (TASK -> Expected Result)**

#### **1. OPERATIONS**

- Prepare monthly financial reports (e.g. vendor reports, scrap turnover reports, production dispatch and freight reports for CMUs/own plants, finished goods aging report, sales report SKU wise and COGS); Prepare monthly profit and loss report for category; Conduct competition analysis for raw material usage and highlight improvement areas.  
→ To ensure continuous monitoring of manufacturing performance at factories.
- Calculate conversion cost for the coming year based on inputs from the manufacturing team and past performance data; provide projections to the category finance manager as an input to the annual business plan.  
→ To ensure conversion cost forecast is as per manufacturing requirements.
- Provide inputs on CMU/own factory performance (e.g. manufacturing expenditure, administration expenditure, miscellaneous expenditure etc.) as an input to manufacturing budget preparation.  
→ To ensure timely and accurate forecast of plant financial requirements.
- Conduct stock verification audit at CMU; Review reconciliation of physical stock with financial recording and SAP; Monitor stock levels of imported sugar and raise requisitions as and when required.  
→ To ensure continuous monitoring and correct recording of inventory.

- Receive quotations from scrap vendors; Verify scrap vendors for different licenses (e.g. CST licenses, local tax etc.); Select vendors and seek approval from category finance manager on vendor; Negotiate and finalize price with vendor; Monitor scrap vendor rates and contracts on an ongoing basis.

→ To ensure optimum cost savings through sale of scrap.

**2. GOVERNANCE & COMPLIANCE**

- Review C Form compliance and CENVAT compliance report created by factory team in desired format; Resolve issues if any; Receive legal notices from CMU; Coordinate with legal team for notice resolution.

→ TO ensure compliance with CMU taxation and statutory requirements.

- Receive internal policies and systems (e.g. CASP, DASP guidelines etc.) applicable to CMUs; Check for adherence to defined guidelines.

→ To ensure adherence to internal policies and systems applicable to CMUs/ own factories.

- Coordinate with team for implementation of audit recommendations; Resolve issues if any during implementation.

→ To timely and smooth implementation of audit recommendations.

**3. PEOPLE MANAGEMENT & DEVELOPMENT**

- Coach subordinates; Work with HR team to drive and support training; Resolve people issues in the team.

→ To retain, motivate and engage talent within the function.

**• Dimensions / Operating Network:**

1. Internal:

- Group Category Finance Manager
- Procurement team (RM & PM)
- Manufacturing Manager
- Central Finance team
- Projects team
- Marketing team
- Legal team

2. External:

- External Auditors
- Scrap Vendors
- Tax Consultants
- Contract Manufacturing Units

**TECHNICAL KNOWLEDGE & SKILLS:**

| DESCRIPTION   | Degree of Skill required |   |   |          |
|---|--------------------------|---|---|----------|
|   | 1 (low)                  | 2 | 3 | 4 (high) |
| Knowledge of financial concepts (e.g.: P & L, costing, accounting)            |                          |   |   | ■        |
| Knowledge of manufacturing process (e.g.: wastage areas, process flow, scrap) |                          |   | ■ |          |
| Knowledge of tax statutes (e.g. sales tax, VAT, excise etc.)                  |                          |   |   | ■        |

|   |  |   |   |  |
|---|--|---|---|--|
| Knowledge of inventory movement related policy and processes.   |  |   | ■ |  |
| Knowledge of SAP.   |  |   | ■ |  |
| Basic knowledge of materials management (inventory control, inventory management, stock reorder level). |  | ■ |   |  |

**BEHAVIORAL KNOWLEDGE & SKILLS:**

| DESCRIPTION   | Degree of Skill required |   |   |          |
|---|--------------------------|---|---|----------|
|   | 1 (low)                  | 2 | 3 | 4 (high) |
| People Management Skills ( <i>delegation, coaching, conflict resolution, performance management, motivating others, and taking responsibility</i> ) |                          |   | ■ |          |
| Leadership skills ( <i>people leadership + leading change</i> )   |                          |   | ■ |          |
| Strategic Mindset ( <i>Quantitative Skills &amp; Problem-Solving Ability</i> )  |                          |   |   | ■        |
| Communication Skills ( <i>General communication and Negotiation Skills</i> )  |                          |   | ■ |          |

**Below are the CTC details-**

**The CTC will be 10 Lakhs. Additionally, there will be medical reimbursements benefits of Rs. 36,000 (Domiciliary entitlement) and Rs. 1,50,000 ( Hospitalization entitlement) . These values will be applicable for a block period of 3 years starting 1st April 2023 and will be prorated from the date of joining.**