

Job Title: Assistant Manager - Accounts			
Business Unit:	Piramal Foundation	Domain:	Accounts & Finance
Location:	Ahmedabad	Band/Grade:	2A
Department:	Accounts & Finance	Last updated on:	
		Degree of Travel required to:	High to moderate
Purpose of Job	To cope up with increased business volume and transfer of core team member to other business requirement.		
Key stakeholders	External		Internal
	<ul style="list-style-type: none"> • Consultant • Out sourced agency 		<ul style="list-style-type: none"> • Account team members • Different department members
Reporting structure	Role directly reports to		Positions that report into this role
	Manager -Finance & Accounts		
Essential Qualifications	<ul style="list-style-type: none"> • CA Inter / M.com / MBA Finance 		
Essential Experience	<ul style="list-style-type: none"> • 3 to 5 Years of proven experience in managing Finance & accounts functions • Previous experience in Development sector will be preferred. • Strong background in SAP for FICO, SD and MM module would be added advantage. 		
Competencies	<ul style="list-style-type: none"> • Excellent knowledge of accounting. • Knowledge of SAP, tools, advance MS office specially Excel, PowerPoint is must. • Must be able to prioritize, ability to function independently and effectively in a self-directed environment, multitask as well as work independently. • Highly organized, detail-oriented, a strong work ethic, and demonstrated teamwork & interpersonal skills. • Must be a strong communicator coupled with the ability to maintain open communication with customers, internal employees and managers as needed. 		
Decision Making Control	In consultation With GM finance		
Values			
Knowledge			
Action			
Care			

Key Roles/Responsibilities:

- Creation of cost center/WBS on project basis and manage its accounting.
- Excellent coordination with outsourcing agency to make entries in SAP.
- Controlling project base accounting and communication of its variance.
- Managing project base sales and account receivables against its deliverables.
- Data gathering from various departments and analyze it.
- Present in MS office Excel, PPT & word & PDF format to supervisor on regular basis
- Capable of analyzing the various data and interpreting in the interest of the organization
- Preparing Weekly, Quarterly & Monthly Reports for sales, production, profitability report, advance reports compiling forecast data based on Actual sales and Budgeted sales.
- On Monthly Basis Stock Reconciliation with physical inventories.
- Support various departments like Sales, Operations, Marketing and Supply Chain by providing data and analysis on regular basis
- Various reports as required by the management on a periodic basis
- Involvement in helping budget and re-forecast operations / financials of the company.
- Assist in preparing internal management reporting packages, including analytical review and graphs.