

- Position Title: Asst. Manager – MIS & Analytics
- Department: Finance & Accounts
- Years of Experience: 5-6 years
- Business Unit: Finance & Legal
- Band: B
- Location: Mumbai
- Reporting: Sr. Manager- MIS & Analytics
- Span of Control : 0-1
- Number of Direct Reportee: N/A
- Position Description: The position is responsible for conducting quantitative analyses on information available for the purpose of sound business plans and operations on a strategic as well as micro level. Interpret data on price, yield, stability, future investment-risk trends, economic influences and other factors affecting various programs.
- Working Conditions:
  1. This is a full-time position, and hours of work and days are Monday through Friday, 8:30 a.m. to 6 p.m.
  2. This position requires infrequent travel across India.
  3. Working Saturdays sometimes
- Job Experience: Minimum 5-8 years of high volume A/R experience with at least two years of supervisory experience in Foods or FMCG industry or related industry.
- Job Experience :
  1. Minimum 3-5 years of experience in Managing Financial MIS in FMCG or related industry.
  2. Strong exposure to MIS, revenue management, trade and supply chain management.
- Job Qualifications:
  1. CA or MBA Finance (full time) or CFA
  2. Any other certifications or diplomas or skills will be added advantage.
- Functional/Technical Skills:
  1. Excellent command on MS-Office (particularly Excel and MS-PowerPoint)
  2. Analytical tools – Tableau, Corporater, SAP, SQL, Excel Advanced Skills, Microsoft Suite
  3. Costing & financial analytic domain
  4. GAAP
- KEY COMPETENCIES:
- Customer Focus: A commitment to customer satisfaction
  1. Consistently places a high value on customers and all issues related to customers
  2. Objectively listens to, understands and represents customer feedback
  3. Anticipates customer needs and develops appropriate solutions.
  4. Meets all promises and commitments made to customers

- Results Orientation : The ability to identify actions necessary to complete tasks and obtain results.
  1. Maintains focus on goals
  2. Identifies and acts on removing potential obstacles to successful goal attainment
  3. Implements thorough and effective plans and applies appropriate resources to produce desired results
  4. Follows through on all commitments to achieve results
- Constructive Collaboration : Works cooperatively, with a positive attitude with others to achieve common goals. Treats others with dignity and respect and maintains a friendly demeanour; values the contributions of others.
  1. Builds and sustains a trust relationship with each member of a team within unit or organisation
  2. Addresses conflicts or issues creatively and in a positive and open manner.
  3. Capitalizes on diverse skills and ideas.
  4. Discards personal agenda to cooperate with other team members, within unit or organisation in meeting objectives.
- Leading & Developing Others : The capacity to organize others in such a way that inspires trust and motivates people toward a common goal. The desire to help others expand their talents and potential.
  1. Inspires others with a compelling vision
  2. Empowers others to accomplish common goals
  3. Represents a positive, motivational example for others to emulate in becoming leaders
  4. Supports others through providing clarity, direction, organization and purpose
  5. Strongly advocates for the growth and development of others
  6. Devotes appropriate time to training, coaching and developing others
  7. Regularly follows up and holds others accountable for their performance
- Planning & Organising : The ability to establish a process for activities that lead to the implementation of systems, procedures or outcomes.
  1. Defines plans and organizes activities necessary to reach targeted goals
  2. Organizes and utilizes resources in ways that maximize their effectiveness
  3. Implements appropriate plans and adjusts them as necessary
  4. Consistently demonstrates organization and detail orientation

<b>Roles &amp; Responsibility:</b>
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1. 1. Responsible for financial planning and analysis function –
  1. a. Budgeting for annual, quarter and monthly rolling basis and comparison with actuals
  2. b. Detailed Sales Target setting with required metrics at respective levels.
  3. c. Pricing approvals basis targets/projections.

4. d. Block wise target review with ZSM, ASM and ASE – 3 times a month.  
Tracking corrective action with Cells.
  5. e. Brand wise, SKU wise, Zone wise detailed contribution, BSC metrics, P&L –  
Preparation and Analysis daily/weekly/monthly.
  6. f. ATL and BTL forecasts and actual cost of campaigns.
  7. g. Putting schemes/approved trade spends for approvals and communicating to  
Cells
2. 2. Spends Management –
    1. a. Review of budgets vs actuals, variance analysis for all heads of spends.
    2. b. Marketing budget review, planned vs actual with Zones and Marketing team.
    3. c. Marketing plan costing review prior to approval
    4. d. COGS analysis - SKU wise costing – component wise along with variance  
report.
    5. e. Analysis of Cost Vs Benefit on Cost Escalations – plant expenses, overhead  
expenses
    6. f. Analysis of Cost Vs Benefit on Capex spends and post implementation review
  3. 3. Projected Segmented rolling P&L and BS on monthly basis and trends on working  
capital/fixed spends.
    1. a. Review of inventory days at each point of storage and engaging on corrective  
action.
    2. b. Review of credit limits/days for customer segment/line of business and  
engaging on corrective action.
  4. 4. Weekly updates on IT projects – assistance to IT consultant on implementation,  
system/application testing, scoping of project with vendor and correspondent project  
owner, Implementation communications and planning.
  5. 5. Identifying key policies and finalizing SOPs, implementing and reviewing them  
regularly.
  6. 6. Ensuring authority matrix followed and deviations are appropriately ratified.
- Meeting Standards : The ability to perform work according to precise specifications.
    1. The ability to see and understand the standard requirements established for a  
job, and their commitment to meeting them.
    2. The ability to focus the appropriate amount of attention to achieving pre-set  
standards.
    3. The capacities of quality orientation, and a person's focus on structure and order.
  - Attention To Detail : The Ability to see and pay attention to details. Accomplishing tasks  
by considering all areas involved, no matter how small; showing concern for all aspects  
of the job; accurately checking processes and tasks; being watchful over a period of  
time. The ability to see and understand the standard requirements established for a job,  
and their commitment to meeting them.
    1. Vigilantly watches over job processes, tasks, and work products to ensure  
freedom from errors, omissions, or defects.
    2. Is thorough in the execution of job responsibilities.

3. Defines each job function at its most elementary level and be sure that each of the functions is properly completed.
4. Sets up and/or implements procedures to ensure high quality of work; monitors the quality of work; verifies information.