

JOB PROFILE

Position Title: Manager – Budget & MIS

Field	Desired Profile
<u>Organizational</u>	
Title of Position	Manager - Budget & MIS
Function	Budget & MIS
Location	Head Office – Mumbai (fort)
Grade / Salary Band	
Experience (No. of Years)	7-8Yrs
<u>Personal Profile</u>	
Age	32-35 Yrs
Qualification – Undergraduate / Graduation / Diploma Course / Post Graduation	ICWA or CA
Institute – Premier / A / B /C Category	No Preference
<u>Professional</u>	
Job Responsibilities	<ul style="list-style-type: none">• Overall responsible for Budget and MIS functions of the organisation at corporate level.• Budget preparation – revenue and capital for multi-locational plant.• Compiling and running the complete MIS for the group.• Analysis of budget vs actuals (variance analysis)• Compilation of periodical projections & Financial Analysis• Costing of products - Providing accurate cost to the management and suggesting cost reduction plan.• Inventory management• Setting up the procedure for budget modifications/enhancements.• Ensuring the standard cost estimates are updated on regular basis• Handling Fixed Assets module of all the plants.
Desired Competencies / Skills	<ul style="list-style-type: none">• MIS & Budgetary Control.• Costing
Desired IT / Computer Skill	<ul style="list-style-type: none">• Working knowledge in SAP• Good command over Excel
Preference – Language / Geographical / Industry base	English & Hindi
Position to be filled in by	AVP – Accounts & Finance
CTC	Rs. 6-7 Lacs p.a.

