

<u>Job Description</u>	
Department: Accounts and Finance	
Position	Senior Manager - Financial Planning & Analysis
Position Purpose	Senior Manager - Financial Planning & Analysis - you will be setting up and leading the FP&A function working closely with the Finance & Strategy head.
Role & Responsibilities	<ul style="list-style-type: none"> • Managing the budgeting, forecasting, and long-term planning process • Develop detailed financial models and analyse them to support business decisions • Manage all investor reporting (weekly / monthly / quarterly/ annual) capturing analysis of business performance • Oversee financial department employees, including financial assistants and accountants • Contract outside services for taxation, auditing, banking, investments, and other financial needs as necessary • Track the company's financial status and performance to identify areas for potential improvement • Seek out methods for minimising financial risk to the company • Working on financial statements including Trial Balance, Profit & Loss A/c. • Oversees the procurement functionality, preparing RFQ / RFP for the organization and vendor development / management
Job Specific skills	<ul style="list-style-type: none"> • Minimum 8 years' in financial management • Candidate should have expert knowledge of financial planning, budgeting and cost analysis • Strong analytical, interpersonal, and verbal and written communication skills • Solid understanding of RFP/RFQ and document preparation • Candidate should have a strong understanding accounting and financial fundamental • Candidate should have a risk-based approach / mindset to solving problems • Skilled at multi-tasking with the ability to prioritize key deliverables and work in a fluid, fast-paced environment • Strong analytical, mathematical and reporting skills • A great attitude, an open mind, an eagerness to learn and a willingness to take initiative, no matter the task, is the top requirement • Team player who can also function well independently • Advanced proficiency in Excel, Word, PowerPoint, and Outlook
Educational Qualification	MBA – Finance Proffered CA
Minimum Experience	8 Years
Location of posting	Gift City, Gandhinagar. Gujarat