

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