

## JOB DESCRIPTION

<b>Position Name</b>	Junior Manager – Finance & Accounts
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Position Details	
<b>Division</b>	F&A
<b>Location</b>	Mumbai
<b>Reports to</b>	Senior Manager – F&A, JSW Paints Private Limited
<b>Job Summary</b>	This is business partnering role with multiple stakeholder management. Business partner the National Sales Head in driving their agendas of growth by closely working with them and their teams. This will involve ensuring accuracy and efficiency throughout our entire accounts receivable process.
<b>No. of positions</b>	1

Key Result Areas (Key Performance Indicators)
<p><u>Masters management:</u></p> <ul style="list-style-type: none"><li>• Maintaining rebate masters</li><li>• Maintaining discount masters</li><li>• Ensuring hygiene of customer masters</li><li>• Maintaining credit limits</li></ul>
<p><u>Transactions management:</u></p> <ul style="list-style-type: none"><li>• Oversee entire collection process of collection accounting</li><li>• Identify missed payments</li><li>• Monitoring of invoicing process and resolving discrepancies faced in order booking till invoicing</li><li>• Ensure month end related provisioning</li><li>• Computation of schemes applicable to customers and expected payoffs</li><li>• Processing of discounts/schemes credit notes</li><li>• Processing of penalty/charges/discount reversal related debit notes</li><li>• Monitoring of accounting processes taken care off by shared server Centre and field staff</li><li>• Preparation/assisting in customer account reconciliations</li></ul>
<p><u>Reporting:</u></p> <ul style="list-style-type: none"><li>• Business segment wise revenue and AR reporting</li><li>• Reporting of customer wise, sales team member wise overdue</li><li>• Reporting customer overdue aging</li><li>• Timely review of customer credit limit</li><li>• Timely reporting of frequent defaulter customers and analysis of payment efficiency</li><li>• Monitor shared service Centre SLA</li><li>• Provide time to time reports/analysis required by Sales Team and management</li><li>•</li></ul>

Educational Background and Work Experience
<p><b>Educational Background:</b></p> <ul style="list-style-type: none"><li>• Must be a CA (preferable 1<sup>st</sup> Attempt) – up to 2 years of work experience in Account Receivables or Customer Accounting</li></ul>
<p><b>Work Experience</b></p> <ul style="list-style-type: none"><li>• Worked in Accounts function of a mid/large size reputed company preferably from FMCG/FMCD, Chemicals Industry.</li></ul>

- Good working knowledge of SAP
- Knowledge of, Accounting Standards, finalization of accounts, Accounts Receivables, Customer Accounting

**Skills/ competencies:**

- Good communication & interpersonal skill.
- Structured thinking & solution oriented,
- Excellent analytical & numerical ability
- Fast learner with positive attitude