



*One of India's leading producers of fertilizers and industrial chemicals,*

We are transforming our business through focus on Collaboration beyond boundaries, Relentless Focus on Results, Innovation, and unflinching commitment to deliverables and promises.

We are looking for individuals who enjoy working outside their comfort zone and are ready to accept challenges. We believe in achieving excellence in whatever we do. For this we provide a great degree of support through a combination of best of the systems & processes, employees' capability building and their well-being.

We also place a considerable weightage to individuals who are proactive & self-motivated and have good inter-personal & social skills and have the ability to work in teams.

## JOB DESCRIPTION

**Designation:** AGM - MIS & Data Analytics

**Function:** Finance and Accounts

**Location:** Pune

**Sector:** Crop Nutrition Business (CNB)

**Purpose of the Job:** Accountable for the prompt closure of financial statements, balance sheets, and cash flows within the fertilizer business. Tasked with preparing and delivering timely MIS inputs to the Business/Finance Head, facilitating decision-making and corrective actions. This role involves furnishing accurate financial data inputs, developing projections and scenarios, managing budgets, tracking policies, and conducting data analytics. Additionally, it includes Variance Analysis and monitoring the production/procurement costs of various raw materials in comparison to budget and projections to pinpoint actionable areas..

### Overview/ Responsibilities:

Key Accountabilities & Outcomes	
Key Accountability	Major Activities/ Tasks
<ul style="list-style-type: none"> <li>Main areas of accountability / key goals of the Job.</li> <li>Should contain five to Seven Key Accountabilities.</li> <li>Can be derived through Balanced Score Card Perspectives (Financial, Customer, Internal Process &amp; Learning and Growth)</li> </ul>	<ul style="list-style-type: none"> <li>The tasks under Key Responsibility that the Job holder is supposed to perform to achieve the business goals</li> </ul>
<ul style="list-style-type: none"> <li>Monthly /periodic books closing and preparation of financials</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of Monthly financials of CNB</li> <li>Variance analysis from budget, projection along with capturing reasons</li> <li>Preparation of Balance Sheet</li> <li>Preparation of Cash Flow</li> <li>Preparation of Working capital</li> </ul>

*"We believe together we can achieve excellence! "*



	<ul style="list-style-type: none"> <li>• Preparation Projection of CNB for next 3 months</li> <li>• Tracking and checking of provisions</li> <li>• Preparation of guidance note on financial performance and projection</li> <li>• Guiding team for monthly closing activities</li> <li>• Imparting training and know how to CNB team members to improve corporate governance and compliance.</li> </ul>
Preparation of financial projection	<ul style="list-style-type: none"> <li>• Preparation Projection of CNB for next 3 months</li> <li>• Scrutiny of assumptions and validation</li> <li>• Preparation of guidance note on financial performance and projection</li> <li>• Preparation of working capital and cash flow for business planning perspective</li> <li>• Highlighting the key areas of concern based on summary and its interpretation</li> </ul>
Financial MIS Reporting	<ul style="list-style-type: none"> <li>• Preparation of profitability based on             <ul style="list-style-type: none"> <li>◦ Product</li> <li>◦ Geography</li> <li>◦ Segment</li> <li>◦ Consignment</li> </ul> </li> <li>• Detailed analysis for reasoning with comparison with budget and rolling plan</li> <li>• Providing guidance to improve the performance</li> <li>• Deep dive of cost of production, COGS and distribution cost</li> <li>• Preparation of presentation for management for monthly review / Board meeting</li> <li>• Highlighting the key areas of concern based on summary and its interpretation</li> <li>• Creating and tracking benchmark with industry peers – financial and non financial</li> <li>• Preparation of trend analysis of cost and revenue items</li> <li>• Preparation of ratio analysis and interpretation</li> <li>• Variance analysis and interpretation</li> </ul>



Annual Budget	<ul style="list-style-type: none"> <li>• Participation of annual budget</li> <li>• Validation of assumptions</li> <li>• Coordination for data</li> <li>• Preparation of budget for discussion</li> <li>• Preparation of presentation and summary for management</li> </ul>
Audit	<ul style="list-style-type: none"> <li>• Coordination for Statutory Audit, Internal Audit and IFC audit</li> <li>• Closure of observations in timebound manner</li> <li>• Driving agenda received from Audit Sub Committee/ Management to improve the rating/ control/ hygiene</li> </ul>
Participation in Growth Initiatives	<ul style="list-style-type: none"> <li>• Providing support for due diligence</li> <li>• Data support for M&amp;A exercise</li> <li>• Participation in other business initiatives for growth, re-structuring etc.</li> </ul>
Hygiene of books	<ul style="list-style-type: none"> <li>• GL Scrutiny of entries on monthly basis</li> <li>• Ensuring correct booking of expense</li> <li>• Guiding team to correctly book the expense for better visibility and control</li> </ul>
Automation of Business Processes	<ul style="list-style-type: none"> <li>• Participation in automation of business processes</li> <li>• Participation in corporate initiatives of automation in finance</li> <li>• Working as finance CTM for FI module</li> </ul>

#### Education Qualifications / Background

- State minimum qualification required by the Job Holder to work effectively on this position

CA / ICWA

#### Relevant and Total Years of Experience

- Mention years of experience required for the job
- Elaborate more of the relevance / type of the job experience required by the role

8- 10 years of work experience in the field of MIS / Accounts

- Preferably fertiliser industry experience

#### Technical/Functional Expertise

- State minimum proficiency required on specific technical or functional skills required for the Job Role

- Sound knowledge of accounting fundamentals and numerical ability
- Aptitude for tracking of developments happening in related fields
- Skill for co-ordination at various levels ( Internal & External)
- Strong analytical skill with Business/audit angle
- Knowledge of SAP and MS Excel