

Job Description

POSITION DETAILS			
Functional Designation	Financial Systems and Central functions Specialist	Department	Finance and Accounts
Sub Department	Financial Systems and Central Functions	HR Grade	
Location	Corporate Office	Reporting Manager	
Job Purpose			
<p>The Specialist in this role is responsible for ensuring the efficiency, accuracy, and compliance of financial systems and central functions in the NBFC. This position involves implementing strategic financial initiatives to support the company's growth and profitability.</p>			
Principal Accountabilities			
<ul style="list-style-type: none"> ➤ Responsible for defining Policies, Process for maintenance of Master Data to be processed in Various Data Domains. ➤ Complete understanding of Master Data Life Cycle. ➤ Responsible for Creation, Manage, Optimize, and maintain Master data. ➤ Responsible for Configuring and Maintaining Configuration related to GL, AP, AR, FA, CM, and Procurement. ➤ Responsible for Configure, Manage, and maintain Workflows. ➤ Responsible for Optimize flow of data between Users and Cross Stakeholders ➤ Responsible for Creation, Manage and Optimize flow of Master data between different Applications. ➤ Take initiatives for improving Data management process. ➤ Responsible for Period Closure activities ➤ Responsible for ERP (Oracle Fusion) Updates and Enhancements ➤ Knowledge on ERP Audit documentation and System Audit Trails ➤ Responsible to submit MIS to the management as per the requirement of management. ➤ Ensure that the company complies with all legal and regulatory requirements. ➤ Ensure that record keeping meets the requirements of auditors and government agencies. ➤ Coordinate in case of periodic visits done by auditor's and provide them with necessary information. ➤ Assisting in providing of documentation as necessary for completion of the timely audit. ➤ Maintain all audit reports and ensure they remain confidential. ➤ Other duties may be assigned by the management on time to time. 			

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Desired Profile

Qualification

Commerce Graduate, MBA.

Experience & Skills

- 3-5 years in ERP – MDM, preferably in Oracle Fusion
- Exposure in financial management, accounting, or auditing within an NBFC or financial institution.
- Strong knowledge of financial systems, regulations, and reporting standards.

Classification | INTERNAL