

## Job Description

POSITION DETAILS			
Functional Designation	Team Lead CAG	Department	Finance and Accounts
Sub Department	Accounts	HR Grade	General Manager / AVP
Location	Corporate Office	Reporting Manager	VP Accounts
Job Purpose			
<p>The Team Lead of the Corporate Accounting Group is responsible for overseeing and managing the Corporate accounting functions within the organization. This role aims to ensure accurate and timely Corporate accounting reporting, analysis, and financial insights to support the organization's financial planning, decision-making, and operational efficiency.</p>			
Principal Accountabilities			
<ol style="list-style-type: none"> <li>1. Managing and supervising the day-to-day activities of the Corporate accounting team, including financial reporting, to ensure the accurate and timely recording of all corporate transactions and activities.</li> <li>2. Developing and implementing corporate accounting policies, procedures, and controls to streamline cost management processes, enhance cost efficiency, and ensure compliance with accounting standards and regulatory requirements.</li> <li>3. Conducting regular GL analysis and variance analysis to identify cost-saving opportunities, operational inefficiencies, and areas for process improvement within different departments and business units.</li> <li>4. Collaborating with cross-functional teams, including finance, operations, and supply chain, to gather data, analyze trends, and provide financial insights and recommendations for optimizing structures and improving overall profitability.</li> <li>5. Preparing and presenting accounting reports, financial statements, and budgeting analysis to senior management, providing key insights and recommendations for effective cost management and resource allocation.</li> <li>6. Leading the development and maintenance of accounting systems, ensuring the accuracy and integrity of financial information within the organization.</li> <li>7. Supporting the annual budgeting and forecasting processes by providing projections, financial models, and analysis reports to guide strategic decision-making and resource planning for the organization.</li> <li>8. Collaborating with internal and external auditors to facilitate audits, reviews, and assessments, ensuring compliance with auditing standards and the implementation of recommended corrective actions and best practices.</li> <li>9. Preparation and review of Financial Statements from Trial Balance and relevant notes preparation on a quarterly and Annual basis</li> <li>10. Systems &amp; process improvements: Enable operational efficiency through systems, technology, automation etc.</li> </ol>			
Desired Profile			

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1. Educational Qualification: A bachelor's degree in accounting, finance, or a related field is preferred. A master's degree or relevant certifications in cost accounting, such as CMA (Certified Management Accountant), can be advantageous.
2. Experience: 10-12 years of experience in cost accounting, financial analysis, or a related field, with a focus on managing cost accounting functions, preferably in the financial services industry.
3. Analytical Abilities: Strong analytical skills to interpret data, conduct variance analysis, and provide actionable insights and recommendations for cost management and operational efficiency.
4. Communication Skills: Excellent communication and interpersonal skills to effectively collaborate with cross-functional teams, external stakeholders, and employees at all levels within the organization.
5. Attention to Detail: A keen eye for detail and accuracy in managing accounting data, financial statements, and analysis reports to ensure compliance with accounting standards and regulatory requirements.
6. Leadership Skills: Strong leadership and team management abilities to effectively lead and mentor a team of accounting professionals and drive a culture of excellence and operational efficiency within the group.

Classification | INTERNAL