



**Manpower Requisition Form**

<b>Date</b>	Dec 6, 2021	<b>Location</b>	Mumbai	<b>Cost Center</b>	FAD
<b>Job title</b>	Manager - Finance	<b>Band</b>		<b>Reporting to</b>	DGM Finance
<b>Span of control (number of staff reporting to position requested)</b>	0	<b>Target date to be on-boarded</b>	Immediate		
<b>Qualification</b>	CA/MBA	<b>Min. Relevant Experience</b>	5-7 Yrs	<b>Industry preference</b>	
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of financial modelling in EXCEL</li> <li>• Excellent understanding of accounting and finance concepts</li> <li>• Well versed with financial ratios and analysis</li> <li>• Strong power point and presentation skills</li> <li>• Well versed in managing Investor and Lender relations</li> <li>• <b>Support the Head Finance:</b> <ul style="list-style-type: none"> <li>○ Preparation of annual budgets, financial modelling, five-year business plans, valuation reports etc</li> <li>○ Investor presentations and IM</li> <li>○ Liaising with lenders such as Banks, NBFCs, MF for raising of debt</li> <li>○ Preparation of monthly Management reporting including segment financials and Investor reporting (quarterly and half yearly)</li> <li>○ Managing investor relations</li> <li>○ Ad-hoc analysis as may be required</li> <li>○ Comparison of budget vs actual performance together with variance analysis of the same</li> <li>○ Preparing estimated P&amp;L for the quarter, revenue forecasting, profitability forecasting</li> </ul> </li> <li>• Collate the audit reports from Asset Management team for useful analysis</li> <li>• Provide support to Business teams for preparation of commercial proposals to be shared with customers, ensure profitability is within desired range.</li> </ul>				
<b>Performance Measures</b>	<ul style="list-style-type: none"> <li>• Meeting agreed timelines with quality output, alerting management on exceptions</li> <li>• Ensuring SLA's are met for reporting dashboards</li> <li>• Accuracy of accounting, reporting &amp; timely audit closure</li> <li>• Bringing in best practices and continuous improvement in process &amp; compliances</li> </ul>				
<b>Preferred Skills</b>	<ul style="list-style-type: none"> <li>• Excellent team player and able to manage expectations</li> <li>• Customer focused with good listening power</li> <li>• Excellent communication and presentation skills</li> <li>• Multi-tasking and managing multiple priorities</li> <li>• Ability to clearly communicate issues, status, follow up on tasks, ask right questions</li> <li>• Decision making ability - come up with solutions to critical problems.</li> </ul>				
<b>Approval</b>	<b>Hiring Manager/Reporting Manager</b>		<b>Business Head</b>	<b>Managing Director (Only for new positions)</b>	
<b>Signature</b>				Budget Approval is with HR	
<b>Name</b>	Mahesh Jamdar		Rajesham Alle	Rajiv Bhargava	
<b>Date</b>					
<b>Approved Budget</b>					