

Role Name	Senior Executive (MIS and costing) T16 architectural processing		
Reporting to	MIS Head Arch processing		
Role Description	Product costing, MIS Pack, Annual Plan and MTP		
Role purpose	Submission of accurate plant MIS on time and support plant head and other departments.		
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	<b>KRA (Key Result Areas)</b>	<b>KPI (Key Performance Indicators)</b>	
<b>MIS Preparation</b>			
<b>1</b>	Coordinate with all departments and prepare various monthly reports:- ---> Prepare data related to sales and costs for preparation of quick estimates and mid month estimates by 5th and 15th of the following month respectively. ---> Varinace analysis (with budget) on monthly basis  - Prepare revised budget based on actual product mix for the month and for rest of the period of year  - Gap analysis - Sales variance, RM variance, Power variance, cons & spares variance, Manpower & OH variance, Selling & distribution variance, financial variances,etc	Accuracy and on time	Accuracy and on time
		Accuracy and on time	Accuracy and on time
		Accuracy and on time	Accuracy and on time
		Accuracy and on time	Accuracy and on time
		Accuracy and on time	Accuracy and on time
		Accuracy and on time	Accuracy and on time
<b>2</b>	Coordinate with all departments and prepare annual plan:- ---> Preparation of annual budget at micro level ---> Gap Analysis (with last yr actual) ---> Budget product profitability ---> Estimated Balance sheet & its ratios ---> KPIs reports	Accuracy and on time	Accuracy and on time
		Accuracy and on time	Accuracy and on time
		Accuracy and on time	Accuracy and on time
		Accuracy and on time	Accuracy and on time
<b>3</b>	Coordinate with all departments and prepare mid term plan ( 3 year horizon) and submit	Accuracy and on time	
<b>4</b>	Prepare monthly costing at model level.	Accuracy and on time	
<b>5</b>	--- Provide data as required by various departments in plant. --- Provide additional Information and reports ( <b>financial and non financial</b> ) about the plant to management as per their requirements.	As required	As required
		As required	
<b>REQUIREMENTS</b>			
<b>Knowle dge</b>	Cost standards ,Accounting Standards, Processes knowledge,ERP,MS office	<b>Experience '(Number of years)</b>	1~2 yrs
<b>Skills</b>	Communication skill - both written and verbal, Analytical skill, expert level	<b>Qualification</b>	CMA
<b>INTERACTION</b>			
<b>Internal</b>	<b>Customers</b>		<b>Other External</b>
Seniors, interdepartmental	Plant management and Senior management		Cost Auditor