

<b>Role Name</b>	Executive - Business Planning & Intelligence		
<b>Role Description</b>	Cost Accountant (Complete)		
<b>Role purpose</b>	To support various MIS reporting requirements and costing.		
<b>Document created by</b>			
<b>Responsibilities</b>	<b>KRA (Key Result Areas)</b>	<b>KPI (Key Performance Indicators)</b>	
<b>Heads</b>			
<b>Annual Budget (GS Arch)</b>	Prepare and compile the data received from respective departments. Consolidate the data for GS Arch presentation.	Time and Accuracy.	
<b>GS improvement reports</b>	Prepare weekly report for 8 am meeting which is required by management. (It contains sales, collection, debtors ageing, overdue, plant presentation and overall monthly PBDIT trend).	Time and Accuracy.	
<b>Monthly unit MCM report of GS Arch</b>	Prepare presentation for monthly growth trend of GS Arch after overall consolidation.	Time and Accuracy.	
<b>Quick report and Mid month estimate</b>	Send the data requirement mail to concern people ( all plants), making the files and presentation get it checked by reporting manager.	Time and Accuracy.	
<b>Board meeting data preparation</b>	Preparing the back working for reconciliation and consolidation required for board meeting.	Time and Accuracy.	
<b>GS MTP</b>	Prepare and compile the data received from respective departments for 3 years.Consolidate the data for GS Arch presentation.	Time and Accuracy.	
<b>REQUIREMENTS</b>			
<b>Knowledge</b>	Cost standards, Accounting Standards, Processes knowledge,ERP, MS office	<b>Experience *(Number of</b>	1-3 yrs
<b>Skills</b>	Communication skill - both written and verbal, Analytical skill, expert level knowledge in excel and power point	<b>Qualification</b>	CMA (Complete)
<b>INTERACTION</b>			
<b>Internal</b>	<b>Customers</b>	<b>Other External parties/Vendors</b>	
Seniors, interdepartmental	Plant management and Senior management		