

Job Description: Finance and Planning

Position Title: Finance and Planning Analyst

Department: Finance – FPA

Reports To: Director of FPA

Experience : 0-2 years of work experience in Finance domain

Location: KOLKATA

Key Responsibilities:

1. Financial Analysis and Reporting:

- Conduct thorough financial analysis, including but not limited to budgeting, forecasting, and variance analysis.
- Prepare regular financial reports for management, highlighting key performance indicators and financial trends.
- Provide insights into financial data, helping stakeholders understand the implications and make informed decisions.
- Prepare periodic KPI reports and share with stakeholders with analysis.
- Understand and execute Profit & Loss Management , Receivable & Payable tracking , Operating performance analysis based on metrics impacting business goals,

2. Budgeting and Forecasting:

- Work closely with department heads to develop annual budgets and long-term financial forecasts.
- Monitor budget performance and collaborate with department leaders to address variances and ensure adherence to financial plans.
- Update & report monthly forecasts based on changes in business scenario.

3. Strategic Planning:

- Contribute to the development and execution of the organization's strategic plans.
- Conduct financial modeling to assess the financial impact of strategic initiatives.
- Collaborate with cross-functional teams to align financial goals with overall business objectives.

4. Financial Process Improvement:

- Continuously evaluate and enhance financial processes to improve efficiency and accuracy.
- Implement best practices in financial management and reporting.

5. Cross-functional Collaboration:

- Work closely with other departments, such as marketing, operations, and human resources, to gather relevant data and ensure alignment with overall organizational goals.
- Collaborate with external stakeholders, including auditors, financial institutions, and regulatory bodies, as needed.

6. Ad hoc Analysis and Special Projects:

- Undertake ad hoc financial analysis and special projects as assigned by senior management.
- Provide decision support through scenario analysis and other relevant financial modeling.

Qualifications & Skills

- Bachelor's / Master's degree in Finance, Accounting, Business Administration, or related field.
- Proven experience in financial analysis, planning, and reporting with clear financial concepts and understanding.
- Strong proficiency in Microsoft excel is mandatory
- Financial modeling and data analysis tools is desirable.
- Excellent communication and presentation skills.
- Detail-oriented with strong organizational and problem-solving abilities.
- Ability to work independently and collaboratively in a team environment.