

**Position**

Job Title: Sr. Executive / Associate  
Manager - Financial  
Planning & Accounting Job Location: Kolkata

Reports to (position): General Manager –  
Financial Planning &  
Accounting

Reports to (name): \_\_\_\_\_

Department/Function: Finance

**Purpose of the position**

The position holder would be responsible for executing the local & global reporting requirements (MIS function) for the company.

**Principal responsibilities**

- Assist in month close process & ensure timely submission of monthly financial reporting deliverables & packs
- Collaborate with Manager, business teams for profitability analysis of segments and with regional finance teams to ensure compliance with reporting timelines and data quality
- Carry out variance analysis and provide explanations to the business & finance teams
- Monitoring performance indicators, tracking financial trends and helps analyzing the causes of variances in business performance
- Support in highlighting the key areas of concern/improvement to the management on a monthly basis
- Support in financial forecasts for the company

**Key interfaces**

- Business and Operations teams
- Internal Auditors

**Required key skills (functional/technical)**

- 2-5 Years of relevant experience post qualification
- Disciplined, systematic and mature character; able to monitor and assure data integrity and accuracy
- Should be flexible and open-minded attitude with the ability to be a good listener
- Competence with applications including SAP (important), MS Excel, Word and PowerPoint
- Strong oral and written communication skills in English

The jobholder is required to adhere to the Linde Principles of Safety, Integrity, Sustainability and Respect.