

<b>Job Title: Business Analyst</b>			
<b>Business Unit:</b>	Piramal Sarvajal	<b>Domain:</b>	Finance
<b>Location:</b>	Ahmedabad	<b>Band/Grade:</b>	2A
<b>Department:</b>	Piramal Foundation	<b>Last updated on:</b>	16-04-18
		<b>Degree of Travel required to:</b>	Moderate
<b>Purpose of Job</b>	To Understand business ecosystem and value chain of organisation to provide periodic analytical insights by creating & sharing MIS with internal stakeholders.		
<b>Key stakeholders</b>	<b>External</b>		<b>Internal</b>
	Government Authorities, Associates & Partners.		Management, Department Heads
<b>Reporting structure</b>	<b>Role directly reports to</b>		<b>Positions that report into this role</b>
	General Manager -Finance & Accounts		None
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>MBA Finance /M.com/M.sc in Finance &amp; Accounting with functional specialization in Analyst and MIS role</li> </ul>		
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>3 to 5 Years of proven experience in managing Finance &amp; accounts functions</li> <li>Previous experience in Development sector will be preferred.</li> <li>Strong background in multi-entities financial operation would be added advantage.</li> </ul>		
<b>Competencies</b>	<ul style="list-style-type: none"> <li>Excellent Interpersonal and soft skills ,</li> <li>Working Knowledge of Financial Software, tools, advance MS office specially Excel, PowerPoint is must.</li> <li>Must be able to prioritize, ability to function independently and effectively in a self-directed environment, multitask as well as work independently.</li> <li>Highly organized, detail-oriented, a strong work ethic, and demonstrated teamwork &amp; interpersonal skills.</li> <li>Must be a strong communicator coupled with the ability to maintain open communication with customers, internal employees and managers as needed.</li> </ul>		
<b>Decision Making Control</b>	In consultation With GM finance		
<b>Values</b>			
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Expertise – we strive for a deeper understanding of our domain</li> <li>Innovation – we aspire to do things creatively</li> </ul>		
<b>Action</b>	<ul style="list-style-type: none"> <li>Entrepreneurship – we are empowered to act decisively and create value</li> <li>Integrity – we are consistent in our thoughts, speech and action</li> </ul>		
<b>Care</b>	<ul style="list-style-type: none"> <li>Trusteeship – we protect the interests of our customers, community, employees, partners and shareholders</li> <li>Humility – we aspire to be the best, yet strive to be humble.</li> </ul>		

<b>Impact</b>	<ul style="list-style-type: none"> <li>• Performance - We strive to achieve market leadership in scale and profitability, wherever we compete.</li> <li>• Resilience - We aspire to build businesses that anticipate, adapt and endure for generations.</li> </ul>
---------------	--

**Key Roles/Responsibilities:**

- Prepare Business MIS for all Departments and organizational agenda on weekly, monthly and on need base
- Data gathering from various departments and analyze it
- Present in MS office[ Excel, PPT & word & PDF ] format to supervisor on regular basis
- Capable of analyzing the various data and interpreting in the interest of the organization
- Analysis of fixed and variable overheads and standard v/s actual utilization as per Budget forecasting.
- Preparing Weekly, Quarterly & Monthly MIS Reports including sales, production, profitability report, finance reports compiling forecast data based on Actual sales and Budgeted sales.
- MIS on Monthly Basis Relating to Product Wise Profitability & Stock Reconciliation
- Support various departments like Sales, Operations, Marketing and Supply Chain by providing data and analysis on regular basis
- Various reports as required by the management on a periodic basis
- Capable of performing detailed financial analysis including advanced financial modeling, profitability analysis, return on investment/discounted cash flow analysis, monitoring business issues and impact to bottom line.
- Involvement in helping budget and re-forecast operations / financials of the company.
- Perform various analytical functions, including analyzing proposed introduction of new business model
- Research industry trends, competitors, etc. as necessary.
- Assist in preparing Board, Donor and internal management reporting packages, including analytical review and graphs.