

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

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| Care | <ul style="list-style-type: none"> • Trusteeship – we protect the interests of our customers, community, employees, partners and shareholders • Humility – we aspire to be the best, yet strive to be humble. |
| Impact | <ul style="list-style-type: none"> • Performance - We strive to achieve market leadership in scale and profitability, wherever we compete. • Resilience - We aspire to build businesses that anticipate, adapt and endure for generations. |

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.