ROLE PROFILE TEMPLATE

Job Title	**Finance Associate – Receivables**
Business Unit	ODC BU – WG&S India
Function/Region	Finance
Location	Gurgaon, India
Leader	Commercial Finance Analyst
People Leadership	NA
Job Level	5

Role Purpose

This role will be responsible for end to end management of company debtors for the assigned regions from invoicing to collection of receivables, which includes following up payment, claim management, reconciliations, credit control, mandatory documents compliance like C form etc. This role also provides ongoing financial information and reports to regional sales teams for decision support.

This roles ensures good credit health of the organisation, both as a gatekeeper to processes and controls and reporting , supporting in analysis to set up right credit limits and ensuring account reconciliations and audits from time to time.

Accountabilities

- Management and control of sales orders for the region, ensuring the order release is in line with the Company Credit Policy and other regulatory checks.
- Assess credit worthiness of customers and provide inputs to commercial finance and sales.
- Manage and control Debtors, ensuring all receivables are collected within the agreed credit terms; pursue customers in respect of overdue debt and proactively manage cash collection
- Track and process distributor claims including customer discounts and marketing activities including the ERP system
- Work with sales for value chain creation in line with the state excise policy and internal guidelines
- Accurate and on-time data processing of sales outstanding receipts
- Manage monthly discounts provisions calculating, tracking verifying and closing
- Manage, reconcile and report Debtors on periodic basis month/quarter
- Inputs and local support for tax related matters, VAT, excise and customs follow ups.
- Managing stakeholder needs – daily liaison with both internal and external customers. Build and maintain strong relationships to maximise stakeholder engagement and quality of service.
- To bring productivity and simplification in accounts receivables processes with Continuous improvement
- Jointly Own timely C form collection including Maintain records, follow ups, escalations Etc for timely collection.
- Preparation of monthly reports / decks for management review
- Assist in month end / quarter end account closure

Skills and Qualifications:

Essential:

- Understanding of Account receivables with a minimum 4 years of experience
- Very good knowledge and understanding of double entry accounting
- Commercial acumen and experience
- Working knowledge of a computerised Invoicing & Accounts Receivable system
- Proven experience with Excel to at least intermediate level
- Experience of successful pursuit of outstanding debt and cash collection

Desirable:

- Methodological, highly organized, detail minded
- Demonstrates strong negotiating and influencing skills
- Ability to build relationships internally and externally
- ‘Challenging’ and questioning nature