

ROLE PROFILE

Job Title	Finance Associate – Accounts Receivables
Business Unit	ODC BU – WG&S India
Function/Region	Finance
Location	Gurgaon, India
Leader	Commercial Finance Analyst
People Leadership	N/A
Job Level	5
Role Purpose Manage WG&S India company Debtors for the assigned regions.	
Accountabilities <ul style="list-style-type: none"> • Management and control of sales orders for the region along with processing all claims including customer discounts and marketing activities from Distributors in the ERP system ensuring the order release is in line with the Company Credit Policy. • Reconciliation and reporting of Debtors, ensuring all receivables are collected within the agreed credit terms; pursue customers in respect of overdue debt and proactively manage cash collection in adherence with Company Credit Policy. • Accurate and on-time data processing of sales outstanding receipts • Calculate accurate monthly provisions for discounts and track them against actuals, timely verification, and settlement of distributor's claims. • Preparation of cost card basis Excise policy of respective states within the region • Inputs and local support for tax related matters • Managing stakeholder needs – daily liaison with both internal and external customers. Build and maintain strong relationships with internal/external customers to maximise stakeholder engagement and the quality-of-service provision. • to bring productivity and simplification in accounts receivables processes with Continuous improvement • Maintain the list of pending c forms within the region and follow up for timely collection. • Preparation of monthly reports / decks for management review • Assist in month end / quarter end account closure. 	

Values



BE PROUD

We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE

We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE

We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL

We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL

We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM

We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others
- Listens, consults others, and communicates proactively
- Supports and cares for others
- Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses
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Planning and Organising

- Sets clearly defined objectives
- Plans activities and projects well in advance and takes account of possible changing circumstances
- Identifies and organises resources needed to accomplish tasks
- Manages time effectively
- Monitors performance against deadlines and milestones

Writing and Reporting

- Writes clearly, succinctly, and correctly
- Writes convincingly in an engaging and expressive manner
- Avoids the unnecessary use of jargon or complicated language
- Writes in a well-structured and logical way
- Structures information to meet the needs and understanding of the intended audience

Applying Expertise and Technology

- Applies specialist and detailed technical expertise
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology to achieve work objectives
- Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness, and dexterity
- Demonstrates an understanding of different organisational departments and functions

Analysing

- Analyses numerical data, verbal data, and all other sources of information
- Breaks information into component parts, patterns, and relationships
- Probes for further information or greater understanding of a problem
- Makes rational judgements from the available information and analysis
- Produces workable solutions to a range of problems
- Demonstrates an understanding of how one issue may be a part of a much larger system

Coping with Pressures & Setbacks

- Works productively in a pressurised environment
- Keeps emotions under control during difficult situations
- Balances the demands of a work life and a personal life.
- Maintains a positive outlook at work.
- Handles criticism well and learns from it.

Skills and Qualifications:Essential:

- Experienced in Accounts receivables minimum 4 years.
- Very good knowledge and understanding of double entry accounting
- 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

Created by:	Manish Maheshwari
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HRBP:	Rishu Makkar
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