

Profile 1 Business Finance

Business finance dept. acts as the CFO to the specific business unit. Profile encompasses review of contracts, margins, cost of delivery, invoicing and collection, customer profitability analysis, revenue closure with revenue assurance team and quarter/year end book closure, cost management and compilation of data for profit & loss account and other MIS as deemed necessary in co-ordination with the centralized FP&A team.

Skills: Understanding of concepts such as profitability and ratio analysis, costing, pricing, revenue recognition and reporting, and other financial and accounting concepts. Good communication skills, ability to work in teams and individually and under strict deadlines. At least basic knowledge of MS Office. Experience with SAP preferred.

Profile 2 O2C – SOW review and Order Booking

Review of all statements of work that Wipro executes with customers for financial concerns and review and approval of orders in the system. Verification of all deals that are to be booked to ensure that all costs have been factored to lead to appropriate margins, suggestions on scheduling of payment milestones to reduce implicit interest cost. Timely analysis of compliance performance of business units w.r.t SOW and order booking and other required MIS. Analysis of templates for improvisation of the same to ensure reduction in errors as far as the process is concerned. Reviewing and updating standard process documents and helping in automation of processes.

Skills: Understanding of concepts such as profitability and ratio analysis, costing, pricing, revenue recognition and reporting, and other financial and accounting concepts. Good communication skills, ability to work in teams and individually and under strict deadlines. At least basic knowledge of MS Office.

Profile 3 O2C – Pricing

Acting as point of contact for business unit in pricing to plan the deal construct from financial standpoint in terms of what and how pricing is presented to the customer. Requires creation of P&L for the deals which involves analysis of resources, unit rates and comparison with company benchmarks to make sure the deal pricing falls within approved margin limits. Interaction with business unit finance team, on-field sales and solutions team to ensure correct pricing for bids.

Skills: Understanding of concepts such as profitability and ratio analysis, costing, pricing, revenue recognition and reporting, and other financial and accounting concepts. Good communication skills, ability to work in teams and individually and under strict deadlines. At least basic knowledge of MS Office.

Profile 4 Internal Audit

Encompasses the entire audit process: planning the scope of audits, conducting walkthrough process and doing the field work, drafting and submitting the audit report to the audit committee and other interested parties, covering audits such as financial audit, immigration audit, billing audit, business continuity planning audit, process audit etc. Planning the scope, communicating with various depts. for source data and providing observations (interaction with finance, sales, delivery, HR), data analysis using various techniques, finalization of results of audit based on various parameters.

Skills: Understanding of concepts such as profitability and ratio analysis, costing, pricing, revenue recognition and reporting, and other financial and accounting concepts. Good communication skills, ability to work in teams and individually and under strict deadlines. At least basic knowledge of MS Office.

Profile 5 Financial Planning & Analysis

Preparation of annual plan for various cost elements such as depreciation, technology cost, support and manpower cost. Preparation of periodic and ad-hoc reports to facilitate top mgmt. analysis. Performing competition analysis and track benchmark competitors. Assist in annual budgeting process to minimize cost variances, monitoring KPIs, highlighting trends and analysis of unexpected variances. Interaction with business units, process excellence team, HR team for headcount reporting etc.

Skills: Understanding of concepts such as profitability and ratio analysis, costing, pricing, revenue recognition and reporting, and other financial and accounting concepts. Good communication skills, ability to work in teams and individually and under strict deadlines. At least basic knowledge of MS Office. Experience with SAP preferred.

Profile 6 Controllership – Financial Reporting

Assisting the entity controller in maintaining proper books of accounts for US, Canada and LATAM entities. Participating in monthly/quarterly book closure activities. Active participation in process improvement initiatives. Tracking and managing operational and risk control dashboard/MIS.

Skills: Understanding of concepts such as profitability and ratio analysis, costing, pricing, revenue recognition and reporting, and other financial and accounting concepts specially accounting standards. Good communication skills, ability to work in teams and individually and under strict deadlines. At least basic knowledge of MS Office.

Profile 6 Controllership – SOX Compliance

Preparation of scope of SOX compliance audit and identification of entities to be audited. Documentation of process flow, understanding and mapping risks and corresponding controls. Performing walkthroughs and testing the design and operating effectiveness of key controls. Review and update standard process documents. Assisting in issue of statutory compliance certificates periodically. Interaction with all process owners for testing controls design and effectiveness, interaction with statutory auditors for closure of SOX audit.

Skills: Understanding of concepts such as profitability and ratio analysis, costing, pricing, revenue recognition and reporting, and other financial and accounting concepts specially accounting standards. Good communication skills, ability to work in teams and individually and under strict deadlines. At least basic knowledge of MS Office.

Profile 7 Enterprise Risk Management

ERM focuses on identifying risks, developing and monitoring a risk management system and reacting to risk events, when they occur. Profile involves identifying and controlling the risk areas in various functions in the organization. Requires proper sampling and thorough analysis of results in many risk assessment exercises to test whether population behaves as per policies. Preparation of risk control matrix, risk

dashboard, and setting up new controls to avoid future exceptions. Interactions with various teams in the organization to maintain and test the effectiveness of controls.

Skills: Understanding of concepts such as profitability and ratio analysis, costing, pricing, revenue recognition and reporting, and other financial and accounting concepts specially accounting standards. Good communication skills, ability to work in teams and individually and under strict deadlines. At least basic knowledge of MS Office.

Profile 8 Taxation

Profile involves monthly/quarterly filing of VAT/GST returns of Wipro entities due on various dates, initiating tax remittances and vendor invoice payments for tax consultants, preparation of branch financials. Interaction with controllership, accounts payables, treasury, and local and international tax consultants.

Skills: Understanding of basic financial and accounting concepts. Knowledge of taxation laws preferred. Good communication skills, ability to work in teams and individually and under strict deadlines. At least basic knowledge of MS Office.