

Role Profile

Job Title	Finance Executive – Operations (WLS)		
Reports to	(1) Assistant Manager - Finance (WLS Operations) (2) Manager – Finance		
Level	7	Grade	M7
Function	Finance	Department	Finance
Unit	LRBD	Location	Manesar
Job Code		Cost Centre	Shared Services

(A) Purpose of the Job:

To establish improved systems in account receivables so that effective reports can be derived and accurate decisions can be taken. All controls on payments related to commission, rent, utilities pertaining to retail & marketing are also under the purview of this role.

(B) Size of the Job:

- Financial: Rs.150-200 crores (pegged to WLS turnover)
- No. of direct reportees: NIL
- No. of people handled: NIL

(C) Dimensions of the Job:

The role is dynamic in nature involving significant interactions with internal as well as external stakeholders in Wills Lifestyle. It includes all financial activities to facilitate smooth running of the daily operations of WLS and required major coordination and multi stakeholder management

(D) Principal Accountabilities:

Planning:

- Implementing agreement tracker/ contract management
- Opening of franchisee bank accounts
- Planning bank charges accounting store-wise
- Confirming security deposit balance in a timely manner

Innovation:

- Preparing payment tracker for commission/sales

(E) Operating Network:

- Internal: All WLS stores' teams (company managed), ITC Infotech & Hotels,
- External: All Franchise stores, landlords, mall management, CSA owners & auditors

(F) Education:

The role requires a B.com/M.com qualification

(G) Work experience:

Experience is not compulsory but considering the scope of the role, a minimum of 3-4 years of experience in multi stakeholder environment is ideal.

(H) Competencies:

- Behavioural: Strategic Mindset, Customer Focus, Making Things Happen, People Leadership, Leading Change
- Functional: Resource Management, Communication, Influencing, Creative Thinking, People Leadership, Rational Decision Making

OTHER IMPORTANT INFORMATION

- While applying for the above post, you are required to certify in your resume/ email that whether you have been interviewed by ITC in any capacity (for any division) in past or not. If yes, mention the details.
- The candidate should be ready to relocate anywhere in India.
- The criteria for applying will be Minimum 3 yrs of work experience and final pass in 2015 or before.

If meeting the above criteria and are interested in the above vacancy, you may send your resume to Rakhee.Arya@itc.in

