

Job Profile – Godrej & Boyce Mfg. Co Ltd

<p>KRA: -</p>	<p>The incumbent will be given 2-3 assignments each across Internal Audit, Corporate Finance and Divisional Finance teams. Post successful completion of the 2-years, the incumbent will be placed in Internal Audit or Finance, in any of the suitable position available.</p> <p>Internal Audit 1. Audit Process (Pre-planning, execution and follow up) 2. Audit Areas (Branch / Factory / Commercial / Non- Operating Areas Audit) 3. Type of Audit (Operational, Conformance, Investigative, Information technology general controls, Internal Controls over financial reporting, Enterprise Risk Management and Management) Finance Corporate Finance 1. Financial Accounting & Notes to Accounts 2. Consolidation, XBRL & CSR Accounting 3. MIS reporting on monthly and yearly basis 4. Financial accounting and reporting of fixed assets at Head office and branches 5. Facilitate Total Cost Management, Factory Accounting & Costing systems under ERP Costing module.</p> <p>Divisional Finance 1. Divisional Accounts (Statutory Audit) 2. Management Accounting 3. Commercial Accounting 4. Cost accounting relating to compliance certificate and cost audit report 5. Governance, Risk and Control</p>
<p>JD</p>	<ol style="list-style-type: none"> 1. Internal Audit <ul style="list-style-type: none"> - Conducting a methods study of all activities of the locations being audited and suggest improvements 2. Using PC as a tool of audit to improve the areas of coverage 3. Assessing adequacy and correctness of accounting records 4. Carrying out adhoc reviews to investigate any area identified 5. Checking the processes and ensuring that internal controls systems are adequate 6. Ensuring compliance to various statutes applicable, accounting standards and also compliance with the company procedures and policies laid down 7. Identifying non-value-added activities 8. Ensuring that audit findings are correctly and factually reported 9. Providing inputs for improvements in internal control systems, processes, avenues for cost savings and profit maximization 10. Reporting periodically the implementation of the audit suggestions and summarize the implementation status and recording the reasons for non-implementation wherever applicable 11. Preparing work papers during audit activity 12. Documenting process flow chart, collecting and filing relevant policies and procedures 13. Analysis of control flow charts for key business processes and critical parts of key processes, with a view to identify weaknesses 14. Efficiency of use of resources, duplication of work, adequacy of control procedures. 2. Corporate Finance <ul style="list-style-type: none"> - Timely preparation and updation of information for monthly, annual accounts closing activities. Improvements, updation of Accounts as per IND AS purview. 2. Compilation and updation of Notes to Accounts. 3. Ensuring and preparing consolidation of accounts on a yearly basis in line with IND AS applicability and working in team coordination for effectively closing the accounts and reports on time. Providing data and reports for XBRL accounting and reporting with auditors. 4. Compile and incorporate the Internal Financial Control as per the companies act 2013 5. Preparation of monthly reconciliation statements and scrutinizing 6. Analysis of monthly ledger balances and timely action with respect to rectification and adjustments of pending entries. 7. Regular review of checklist of information so as to include all possible significant entries and making fair estimates for provisions in accounts. 8. Support in finalization of accounts 9. Regular liasion and co-ordination with Statutory Auditors for information required by them. 10. Ensure accurate financial accounting of fixed assets at Head office and Branches 11. Ensure monthly depreciation of fixed assets is processed accurately and in time 12. Make policies and setting better processes pertaining to fixed assets 13. Interaction with divisions and corporate departments to monitor whether their management information needs

	<p>are fully met and interaction with GIL for MIS systems 14. Cost accounting relating to compliance certificate and cost audit report 15. Enhancing and monitoring the system of inventory valuation</p> <p>3. Divisional Finance</p> <ul style="list-style-type: none"> - Financial accounting systems, processes and operations including Monthly/Annual financial closing 2. Compliance with Statutory Audit /Internal Audit / Tax Audit requirements 3. Monitoring fixed assets and CWIP for the division 4. Divisional accounts (statutory audit) 5. Treasury coordination 6. Direct taxation coordination (tax audit) 7. Business planning & scenario analysis 8. Budgetary control 9. Capex evaluation and control 10. System coordination and Divisional MDM 11. Divisional, LOB, factory wise MIS reporting 12. Location wise MIS / NSS reporting 13. Cost records (including cost audit) 14. Facilitate implementation of Total Cost Management (TCM) 2) Support in the implementation and enhancement of ERP project costing module at divisions as a key user 15. Inventory valuation 16. Purchase accounting materials & fixed assets- invoice processing 17. Sales accounting (HO & Plants) 18. Expense accounting- invoice processing 19. Indirect Taxation GST including plant GST returns
Skills Required	
Special Skills Required	<p>Technical / Financial Skills Statutory financial & cost accounting and audit Ind AS Direct and Indirect Taxation Financial Management including analytics Information Technology including ERP systems Commercial & Industrial Laws Leadership Skills Business Acumen Stakeholder Engagement Communicate and Engage Customer Centricity Innovation Orientation</p>



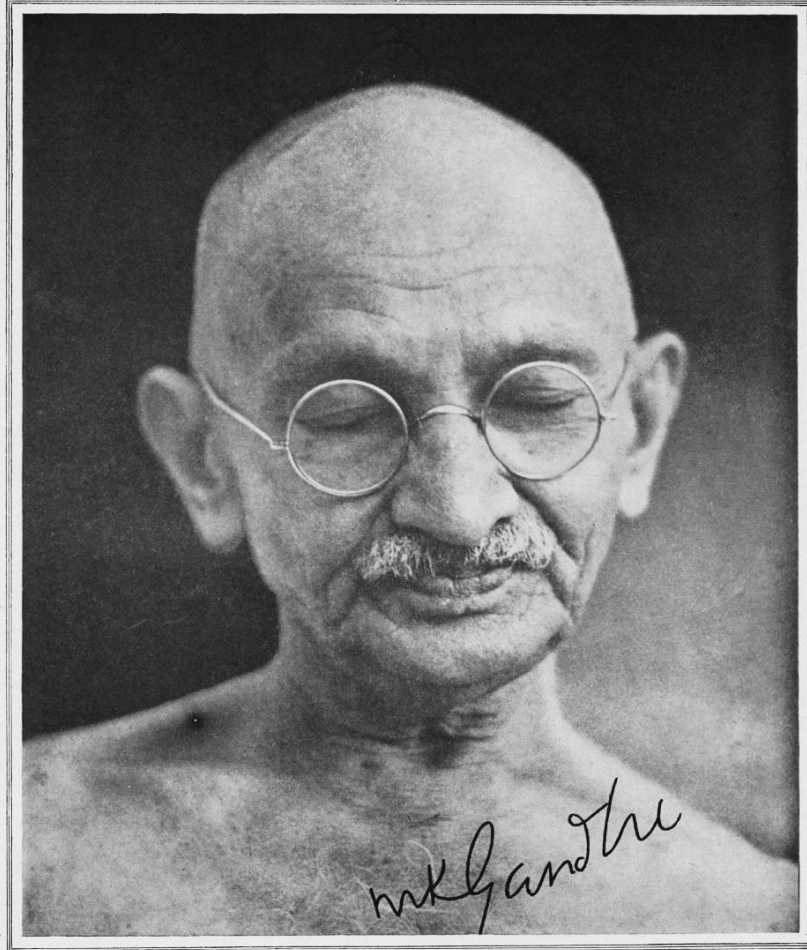
Campus Hiring: 2024 - 2025

Godrej, 126 years young

Founded in 1897, by Ardeshir Godrej, a Nationalist, Innovator and Industrialist, the progress of the Godrej Group is closely linked with the growth and development of India.

Right from contributing to our nation's economic Independence during the swadeshi movement to making India Self-reliant even in her space mission.





MEDITATION ध्यानमें

“सर्व धर्म समभाव ही सच्चा स्वराज्य”

“Our Parsi brothers and sisters are taking active part in the national movement. Shri Godrej, it appears, has decided to run his whole business of making safes in the interest of the country.”

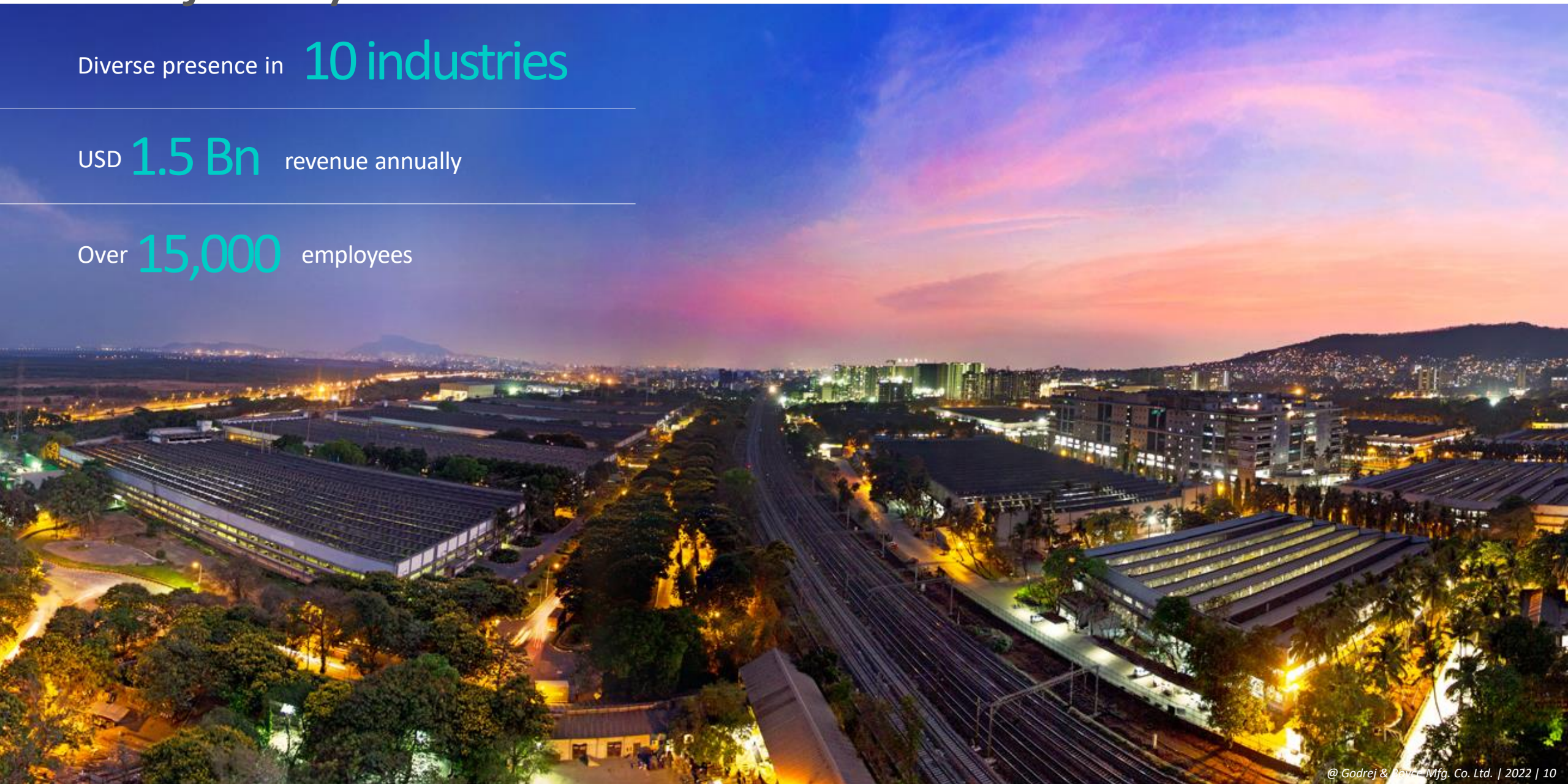
My notes, 'The Collected Works of Mahatma Gandhi', Vol. 20, p. 451

Godrej & Boyce has

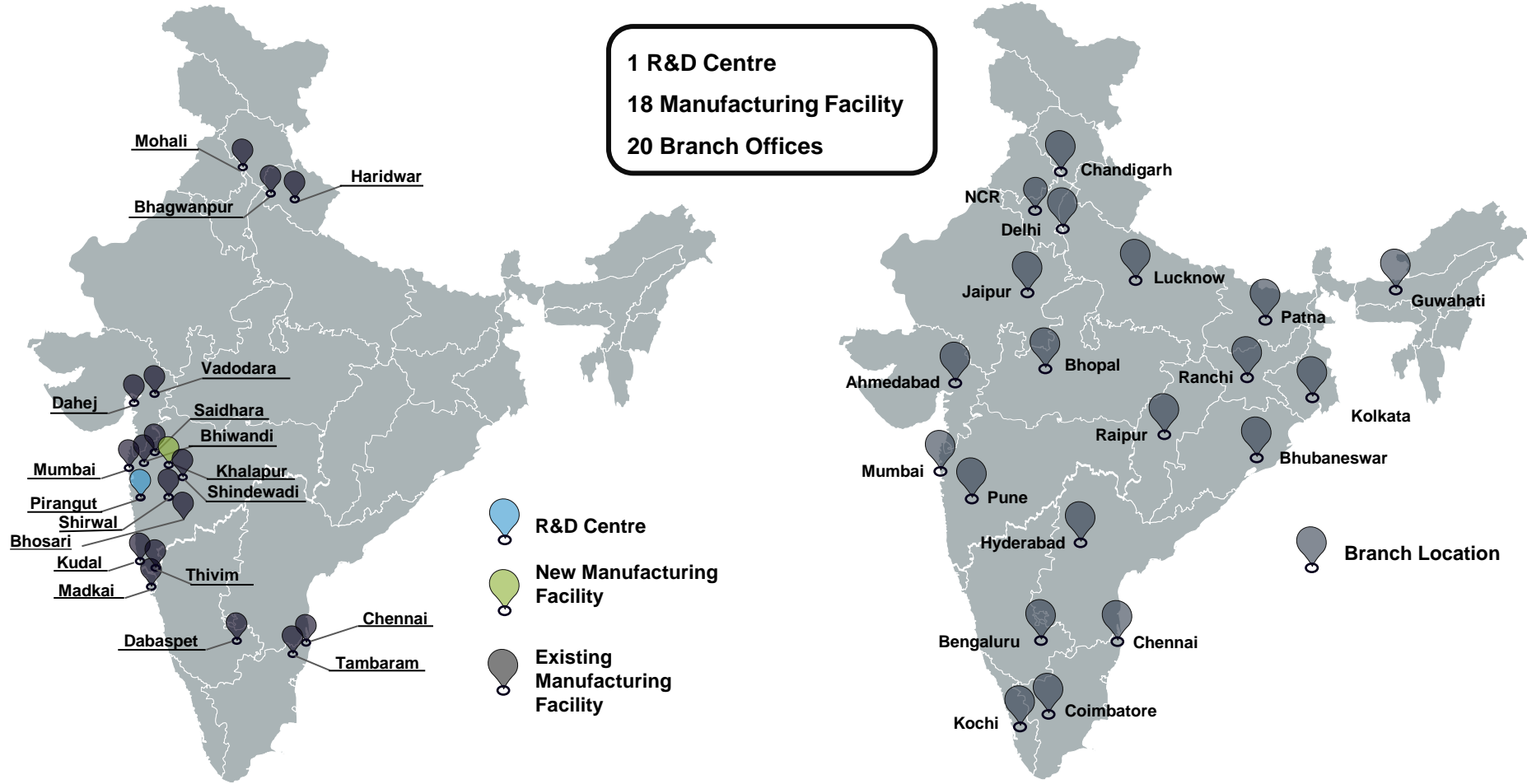
Diverse presence in **10 industries**

USD **1.5 Bn** revenue annually

Over **15,000** employees



































Our Domestic Presence





Organization

OUR BUSINESS UNITS

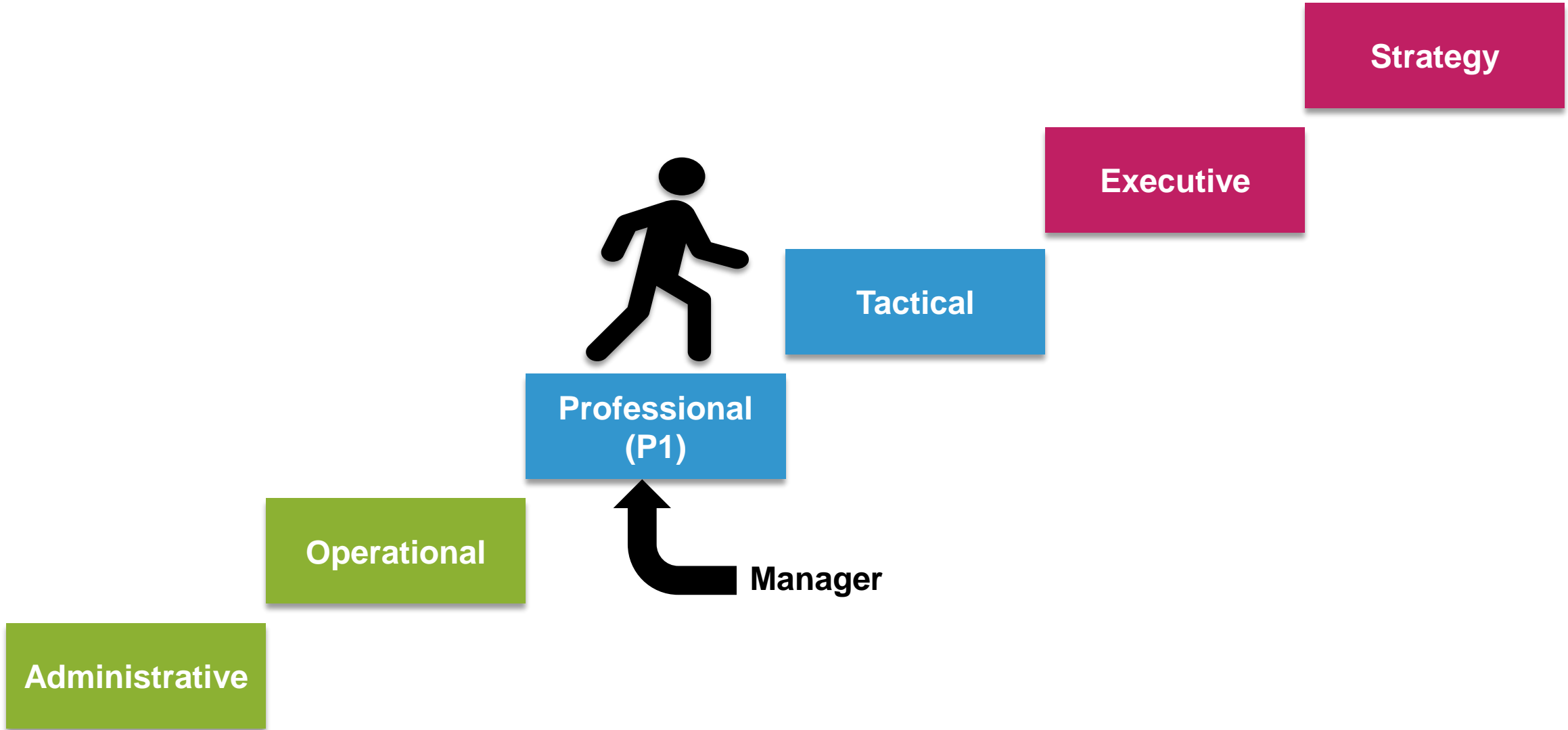
Godrej Aerospace			Godrej Storage Solutions			
Godrej Process Equipment			Godrej Lawkim Motors			
Godrej Precision Engineering			Godrej Vending			
Godrej Tooling			Godrej Interio			
Godrej Construction			Godrej Appliances			
Godrej Electricals & Electronics			Godrej Security Solutions			
Godrej Material Handling			Godrej Locks & Architectural Fittings and Systems			

 Business to Business

 Business to Customer

 Business to Government

Career Path



Remuneration

Fixed Salary & Designation

Qualified CMA
ICWA

- Rs. 12,00,000 Per Annum

Designation

- Manager
- Band : Professional , Level :1

Variable Pay

Performance
Pay

- Potential to earn @ 0% to 30% of Annual CTC

Business
Performance
Linked
Variable Pay

- Applicable Depending on the Business Performance

Perks & Benefits (Subject to Eligibility)

Mobile
Allowance

- Rs. 16,000 Per Annum

Criteria for eligibility and selection @ Campus Recruitment Process

Academics

- No gap in studies during Academics
- 10th, 12th, Graduation should be Full Time

Percentage of Marks Required

SSC

- 60% & Above

HSC/Diploma

- 60% & Above

Graduation


- 60% & Above


Job Location


- We are looking for candidates who are mobile and willing to re-locate anywhere in India.





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