
**Job Description
Controllership**

About HCLTech

HCLTech is a global technology company, home to 211,000+ people across 52 countries, delivering industry-leading capabilities centred around digital, engineering and cloud powered by a broad portfolio of technology services and products. We're powered by our people – a global, diverse, multi-generational talent - representing 167 nationalities whose unique spark, perspective and boundless passion drive our culture of proactive value creation and problem-solving. We work with clients across all major verticals, providing industry solutions for Financial Services, Manufacturing, Life Sciences and Healthcare, Technology and Services, Telecom and Media, Retail and CPG, and Public Services. Our purpose is to bring together the best of technology and our people to supercharge progress. We're supercharging progress for everyone, everywhere – our clients, partners and their stakeholders, our people, communities, and the planet.

The company's DNA of grassroots innovation, its ingrained culture of co-innovation, and its tradition of going far beyond what is expected, to create customer value, clearly differentiates it and gives it a distinct advantage in creating value for businesses in the digital and connected world.



Corporate Social Responsibility: HCLTech builds sustainability principles and actions into the strategy, culture and day-to-day operations of our company. We aim to improve the lives of people around the planet, engaging our employees, clients, stakeholders, and the communities we live in, to a higher purpose. We focus on areas where we can make the most difference: health, education, technology, jobs, and people who are denied the benefits and access afforded by science, technology and innovation. Guided by the United Nations Sustainable Development Goals, we view sustainability in three ways – economic, social and environmental, known informally as Profit, People and the Planet. As a company we are deeply focused on accelerating our ESG agenda. We are also creating technology-enabled sustainable solutions with and for our clients and partners. We embed ESG imperatives into every aspect of our business and ensure that the progress we supercharge is responsible, inclusive and beneficial to all our stakeholders in the long-term. We have committed to achieving net-zero by 2040.

Highlights of the Team

At HCLTech, we offer continuous opportunities for you to find your spark and grow with us. We want you to be happy and satisfied with your role and to really learn what type of work sparks your brilliance the best. Throughout your time with us, we offer transparent communication with senior level employees, learning and career development programs at every level, and opportunities to experiment in different roles or even pivot industries. We believe that you should be in control of your career with unlimited opportunities to find the role that fits you best.

Why Us?

- We offer End-to-end digital transformation expertise that helps clients from strategy through execution.
□ We work with the biggest brands, offering the opportunity to be a part of industry-leading work.
- We are invested in your growth, offering learning and career development opportunities at every level to help you find your spark.
- We offer freedom and flexibility on the job, empowering our employees to make decisions.
- We offer a virtual-first work environment, promoting a good work-life balance and real flexibility.
- Our company is extremely diverse with representation of 165 nationalities.
- We offer the opportunity to work with colleagues across the globe.
- We offer comprehensive benefits for all employees.
- We are a certified great place to work and a top employer in 17 countries, offering a positive work environment that values employee recognition and respect

Website Link: <http://www.hcltech.com/>

Job Title

Controllership

Job Location

Pan India

Roles and Responsibilities

The position requires the holder to be able to efficiently run transactions, extract reports and present them in intelligible manner.

The jobholder under controllership profile needs to work on the following:

- **Running Transactions related to closure of books (Monthly/ Quarterly and Annual):** Ensure accounting in books for designated entities, including:
 - To run Forex revaluation
 - Extraction of data from SAP to prepare financial and P&L analysis
 - Adherence to SOPs
- **Enable Statutory Onsite Local Audit:** Providing data to local consultant for preparation of Financials and extraction and sending of data to auditors for enabling local audits.
- **Maintenance & Reconciliation of local books of accounts:** Co-ordinating with local consultants to provide data for maintenance of books of accounts locally in local language. Co-ordinating with various teams within HCL – FSS and ensuring timely and accurately movement of data to local consultants.

- **Others:** To assist Team Lead – Controllership in various tasks by supporting in data extraction, data presentation and management, co-ordination for entity profitability analysis and survey reports etc.
- Assistance in direct tax computation and coordination with Corp tax team for tax assessments.
- Direct Tax/Deferred tax Accounting in books including TDS.
- STPI/SEZ level books maintenance and analysis.
- Good understanding of **Ind AS/IFRS**.
- Hands on experience in **financials preparation**.
- Knowledge of SAP/ERP package is desirable.
- Flexibility to learn and expand capability in other risk domains.
- High level of personal initiative and professionalism, ability to thrive in a truly global organization.
- Excellent time management, decision-making, and organizational abilities.
- Patience, a customer-friendly attitude, and the ability to work in a team environment.
- Out of box thinker and good knowledge of Technology around risk assessments.
- Undertake any other ad-hoc duties as assigned.

Skillset Required

- Excellent analytical and problem-solving skills.
- Excellent written & verbal communication in addition to impressive inter personal & negotiation skills.
- Effective time management skills and ability to meet deadlines.
- Proven track record of meeting and exceeding business goals and targets.
- Excellent organization, multitasking, and prioritization skills that would lead to a productive outcome.
- Has Entrepreneurial mind-set and must be a team player.
- Must have perseverance to negotiate large deals and be a metric-driven person
- Exceptionally strong work ethic displaying a mature and professional attitude with an ability to adjust quickly to change
- Motivated, self-starter and achievement oriented and excellent team building skills.
- Able to work well under stress in a fast paced environment
- Strong Microsoft skills, including Word, PowerPoint, Excel, Project and Vision.

Qualification

- Greater than or equal to 60% throughout academics (10th, 12th and Graduation)
- Qualified Chartered Accountant. **(Freshers)**
- 3 years of articleship experience from good listed companies.

