

Job Description

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| Job Title: Analyst | Business Area: FP&A, Controllershship Fund Admin |
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To be filled out by Compensation:

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| Job Code: | Job Tier: | Job Family: Finance & Accounting | FLSA: |
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Position Summary: Describe below the primary purpose and function of this job

Responsibilities across various finance functions such as Budgeting, Cost Accounting, AP administration, RTR Operation including journal entry, Expenses Analysis, support in preperation of Financial statement, review of accounting policy, Internal control, Fixed asset accounting, balance sheet , interncompany Reconciliations reporting month end closures etc. Ensure that all timelines in terms of reporting and processing, reporting is done as per agreed SLA and processes. The candidate also needs to contribute towards organization projects in terms innovation and process improvement.

Key Duties & Responsibilities: List up to 5 key duties and responsibilities, management responsibilities and time spent (if applicable)

Responsible for managing their owndaily workload, prioritizing tasks, ensuring SLA's are met, improving customer partnerships and training business partners.

- Responsible for Accountig activities including GL & ledger operations, reconciliations, expense anlaysis, preparation of Financial statements, monthly expense accrual and support in monthly and yearly closing of books are completed in a timely manner.
- Ensuring Proper Internal control, desktop process & SOP are updated on timely basis and compliance with accounting policy,
- Work with the Onshore partners & business leaders on solving issues to ensure all business KPI's and met.
- Have some understanding of financial applications like peoplesoft, Recon frontier, Hyperion, ERP, within the Oracle Financial system.
- Should posses excellent communication & networking skills to ensure communication colleagues and stakeholder on a regular basis to resolve issues, gain required information and influence outcomes for the group. Individual will partner with colleagues, management, customers and external contacts as needed.

Role requires flexibility to work in UK & EMEA shifts with ability to deliver under pressure and meet regulatory and timelines.

Management/Leadership Responsibility: Is management of people a primary focus of the role? If so, how many direct and indirect employees are managed? Do any of them manage a function or process?

None

Budget Responsibility: Does the position have responsibility for Revenue, Operating (expense) Budget, etc.? If so, what is the scope?

No

Impact:

NATURE OF IMPACT - To what degree does this job affect the business (i.e., through interactions with customers, making decisions, defining or setting strategy, etc.)?

This position will interact primarily with internal business areas within the Corporate Controllershship, Fund Administration etc. and stakeholders in respective line of business operations.

AREA OF IMPACT - What is the breadth of the impact that this job has, either positive or negative (i.e., affects own team, department, function, business unit, geography, entire business, etc.)?

Corporate Controllershship and Fund Administration

Problem Solving: What is nature and complexity of the problems or decisions encountered? Are analytical skills needed?

Strong Costing, Accountig, analytical& Management skills to ansure accurate reporting, highlight discrepancies the operations group may encounter. Additionally, the responsibilities include prompt and complete business request supporting Budget function, issue resolutions with process leads & owners.

Functional Knowledge: What knowledge of concepts, process, principles or procedures is needed within discipline; SME?

Knowledge of GAAP accounting principles and understanding of internal and SOX controls to perform moderately complex tasks such as risk/control validations, journal entries, account reconciliations and GL/AP Analysis. Knowledge of Capital Market and it's products will be an added advantage.

Business or Industry Expertise: Describe the degree of knowledge and understanding required of TIAA's business and industry, commercial environment and of competitor's products and services.

Understanding TIAA and other affiliates entity structure and processes is a benefit.

Interactions / Interpersonal Skills: Describe the nature and level of interactions this job has with others, both internally and externally. Explain any specific interpersonal skills necessary to successfully perform this role (i.e., negotiation skills, represents business at external events or to governmental bodies, etc.).

Requires ability to work well with internal/external team members and drive a high performance team culture. Positive interactions with business partners and management are important to improving business relationships in a highly dynamic environment. Skills like collaboration, conflict management will be useful in successful delivery under stringent timelines.

Job Requirements And Qualifications: Indicate the minimum and preferred education and experience for the job and any licenses and certifications required

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| Required Education: | CWA/CMA | Cost & Mangement, Reporting, Financial Planning &Management |
| Preferred Education: | Choose Preferred Education | (add "other" details here) |
| Required Experience: | 0-1 years | |
| Preferred Experience: | Choose Preferred Experience | (add "other" details here) |
| Skills and Abilities: | Cost Management, Accouting, Reporting, Data interpretation, eye for detail etc. | |
| Required Licenses/Certifications: | Licenses/Certifications | NCFM, IFRS, Data Analytics can be added advantage |

Job Location –Mumbai and Pune