

## Minda Corporation Limited

- ☐ **Location-** Delhi (Northern)
- ☐ **Designation-** CMA Trainee
- ☐ **Number of Vacancy-** 2-5
- ☐ **CTC-** 5.5 LPA + 50,000 retention bonus

### **Job Description**

<b>Company / Unit Name:</b> Spark Minda Corporate Office	
<b>Position Title:</b> Management Trainee - F&A	<b>Level:</b> V-A
<b>Department:</b> Finance	<b>Reporting to:</b> Head - F&A
<b>Company Location:</b> Gurgaon, Pune, Noida	
<b>Educational Qualification:</b> CMA	
<b>Experience (in years):</b> Fresher	
<b>Age (in years) :</b> Less than 45 years of age	
<b>Role and Responsibilities :</b>	
<div><div>1) <b>Budgeting</b></div><div><ul style="list-style-type: none"><li>Support in driving the Annual Budget Exercise and LTS document for various businesses</li><li>Support in preparing budget, control mechanisms and monitor adherence to budgets on a monthly and quarterly basis</li></ul></div><div>2) <b>Accounting &amp; MIS</b></div><div><ul style="list-style-type: none"><li>Consolidate financials of different plants and prepare consolidated monthly, quarterly and yearly financial statements</li><li>Carry out physical verification of assets and asset capitalization accounting, whenever necessary</li><li>Support in preparing dashboards (Budget, SoM, debtors, quality, operations, materials, inventory, Market Insight etc.) for Board of Management</li><li>Support in managing Working Capital and Cash flow for the required businesses</li></ul></div><div>3) <b>Audits</b></div><div><ul style="list-style-type: none"><li>Support in carrying out internal audits in all plants and preparing relevant action plan to close gaps</li><li>Support in carrying out cost and income tax audits at all plants</li></ul></div><div>4) <b>Taxation</b></div><div><ul style="list-style-type: none"><li>Support in establishing mechanisms for implementation of GST and indirect taxation</li><li>Support in ensuring development of internal financial policy and SOPs and ensuring adherence to the same</li></ul></div><div>5) <b>Risk Management</b></div><div><ul style="list-style-type: none"><li>Support in establishing mechanism for Risk Identification</li></ul></div><div>6) <b>Mergers &amp; Acquisition</b></div><div><ul style="list-style-type: none"><li>Support in Preparing and periodically review guidelines and process of formation of strategic alliances indicating boundary conditions and target areas</li><li>Support in Identifying new markets and customers for new product lines like commercial vehicles and electric vehicles</li></ul></div></div>	
<div><ul style="list-style-type: none"><li><b>Behavioral Competencies:</b> Entrepreneurship – Comfort with ambiguity, opportunity Sensing and driving innovation.</li><li>Strategic Thinking – Envisioning future, creativity and systems thinking.</li><li>Business Acumen – Customer focused, value optimization, managing risk.</li><li>Enabling Change</li><li>Passion and Execution – Emotional connect, ownership &amp; accountability and drive for results.</li></ul></div>	

**Functional Competencies:**

- Highly business oriented, analytical, self believer,
- Critical thinking, Problem-solving skills,
- Strategic financial Planning, maintaining financial systems,
- Accounting Advise, Corporate Governance, Knowledge of Accounting Standards,
- Value based management, knowledge about Mergers, Acquisitions and Divestments, Communication and presentation skills etc.

**List of companies/industries which can be a possible source for such profiles:**

1. ICAI

**Compensation – 5.5** Lacs per annum