

Job Description

Job Area: Analyst	Business Area: Finance
Job Location: Mumbai	

Position Summary: Describe below the primary purpose and function of this job

Candidate will work with India Finance shared service operations team & Leadership supporting below.

- Manage & perform Operations across streams like , FP&A, Reporting, Investment Accounting & Reporting, Fund Administration, Reconciliation, Controllershship.
- Supporting Planning & Reporting, Designing framework to analyse situation, information and data.
- Focus on collaborating with various stakeholders and to support strategic projects including Innovation, SME & Domain capability creation, Talent development & management.
- Role requires data analysis and enhancement of management & Strategic reporting.
- Proficiency in MS Office, attention to detail , time management skills and presentation skills

As part of growing team there is constant need to raise the bar on the quality of materials delivered within the required time constraints.

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

- Powerful presentation and storyboarding with ability to communicate effectively.
- Support business processes across various process & functions like planning and forecasting, Investment and other Accounting, Reconciliations, Transaction processing, External & Regulatory reporting, NAV Calculation and validation, Market research and analytics etc.
- Ensure accuracy and timeliness of all deliverables.
- Develop system controls for ensuring data integrity as well as avoid future recurrences.
- Perform special projects to improve process efficiency and performance including automation and lean projects.
- Responsible for proper documentation by adhering to desired accuracy and format.
- Improve organizational accountability and decision making through consistent and accurate reporting, meeting required business cadences, and creating more effective communication and education.
- Drive change in processes and systems, and work to influence faster adoption, greater utilization, and higher skills proficiency.
- Ability to multi task take ownership of execution, delivery and communication along with ability to share insights in crisp and digestible format will play an integral role.
- An understanding of Investment Banking & Finance Operations, and data analytics capabilities will be an add on.
- Demonstrate domain & operational capabilities while acting as internal consultant/advisor to function and business leadership.

Impact:

NATURE OF IMPACT – affects the business by delivering process excellence and support business decision making.

AREA OF IMPACT – this job impacts the CFP&A Management Reporting, Controllershship, Fund Accounting & Reporting team as well as other business units of the company.

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

Analytical skills like attention to details, problem solving approach, Data interpretation are needed along with strong presentation. Candidate needs to intake ad-hoc requests to support decision making by business partners. Knowledge of analytical tools will be an add on.

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

Must understand management reporting cycle basic knowledge of Financial & Accounting, Budgeting, Investment Accounting & Reporting with and must be able to document a complex financial reporting process in enough detail to satisfy business partners.		
Business or Industry Expertise: Describe the degree of knowledge and understanding required of TIAA's business and industry, commercial environment and of competitors products and services.		
Financial services, including accounting, Reporting, Investment Accounting experience preferred.		
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.).		
• Strong oral and written communication skills; tailors messaging and reporting to audience. • Ability to interface effectively with team and business partners, conflict management & collaboration.		
Job Requirements And Qualifications: Indicate the minimum and preferred education and experience for the job and any licenses and certifications required		
Required Education:	MBA	Accounting or Finance
Preferred Education:	Masters	Business Administration
Required Experience:	0-3 year	
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Skills and Abilities:	• Strong Presentation skills including advanced knowledge of MS Excel, MS PowerPoint, and Essbase/Smart View skills. • Knowledge of People soft, Hyperion, and other ERP tools will be plus • Knowledge of Data analysis and visualization tools like Tableau,OAC, Power BI • Strong oral and written communication skills. • Prior Accounting & Financial reporting/analysis experience is preferred. • Understanding of Reporting & internal controls preferred. • Attention to detail and ability to multi-task in a fast-paced environment. • Ability to adapt quickly and learn new tasks independently. • Ability to generate bold, creative ideas to improve performance. • Good critical thinking and problem-solving skills. • Ability to succeed and work independently in a team environment. • Flexible to work in shift timing (1PM to 10PM IST during normal days and 6:30PM IST to 2:30PM IST during monthend)	