

## Job Description Form

<b>Position Title: Assistant Manager/Manager – MIS &amp; Reporting</b>
<b>Department: Finance</b>
<b>Reports to: Head Finance &amp; Accounts</b>
<b>Total Experience : 3-5yrs CWA (Age less than 35 yrs) (Male/Female)</b>
<b>Location: 1<sup>st</sup> Preference: Nearby location, 2<sup>nd</sup> Preference: Residing in Chennai</b>

### **1. Position Summary**

What is the main purpose of this position? Why does it exist?

Business of the Company is spread across different geographies. Traditional MIS reporting for each location was done by local staff i.e. India, Canada separately. Preparation of MIS at a central location will help to make reporting simpler, faster and cost effective and help the Management to take overall view of the performance. This person shall be responsible to prepare all the MIS reporting requirements of the Company.

### **2. Principal Accountabilities**

What are the major responsibilities of this position?

1. Preparation of Annual operating Plan (Budget), Forecasts etc.
2. Preparation of Daily, Weekly and Monthly MIS reports in XL and Power point presentation.
3. Coordinating with Head Finance in developing timely and accurate MIS reports.
4. Timely delivery of Reports, which are accurate and reliable.
5. Maintaining MIS reports, records, back up data in an orderly fashion in system, hard copies.
6. Data analysis and logical evaluation.
7. Critical evaluation of Financial statements BS and P&L.
8. Preparation of Scenario planning and evaluation of M&A etc.

#### **Essential Functions:**

1. Budget plans preparation
2. Monthly Variance Analysis reporting
3. Monthly Contribution Margin reporting
4. Consolidation Operating performance report preparation
5. Five year business plan preparation
6. Adhoc MIS report preparation etc
7. Accounting knowledge in Tally ERP.

**Additional:**

NA

**3. Critical Challenges**

What are the critical challenges of this position? (For e.g. foster positive relationships with external vendors, research and resolve complex requests for information in the absence of higher authority, determine all systems, specifications and requirements and ensure that they fall within values, standards and strategies, etc.)

1. Good understanding of Tally ERP, Visual software.
2. Good understanding of all items in the P&L and Balance Sheet, Trial Balance.
3. Good understanding of Accounting Standards/Accounting.
4. Ability to work down the level and solve problem.
5. Ability to grasp impact of changes in presentation in the P&L.
6. Ability to learn and implement changes in practice.
7. Ability to appreciate difference between Annual audit reporting and MIS reporting.
8. Ability to coordinate and work with people in different age, cadre and functions.

**4. Unique Knowledge & Skills**

What critical knowledge and competencies

**Prerequisites for the Job:**

- 1.Experience in Annual Budget, Forecast preparation experience is a must.
- 2.Experience in Monthly operating Performance reporting is a must.
- 3.Accounting knowledge, background is a must.
- 4.MS XL and Power point presentation skills must be good.
- 5.Good interpersonal and English communication skills is required.

**5. Contacts**

Who (internal / external) does this position interact with on a regular basis to perform this role? How often and for what purpose?

**Internal: Production Team , Engineering Team**

1. Internal Accounts team.
2. Supply Chain team,
3. Sales & Marketing team
4. Production, Stores and Planning team.

**External:**

1. Bank
2. Credit rating institutions etc

**6. Problem Solving & Decision Making**

NA

**If you are interested in the above position mail your resume at [\\_narasimanp@magickwoods.com](mailto:narasimanp@magickwoods.com) / [hariharanu@magickwoods.com](mailto:hariharanu@magickwoods.com) and for any query please contact on K.P. Narasiman 9443250943 / Hariharan 9840953123**

**About the Company:**

Magick Woods Exports Pvt Ltd was established on August 12,2003 at Chennai –Tamilnadu, India. It is engaged in designing and manufacturing of high quality of bath ,dining and kitchen furniture and export to different countries. We are designers and builders of finest quality bathroom and kitchen furniture, head quartered in Toronto, Canada. We have our design centre in Toronto and India with manufacturing and sourcing centre's at Toronto, China , Indonesia and Chennai, India. This unique winning combination has made our products popular and well accepted all over North America and as a testimony we are one of the preferred vendors for many a large US retailers such as Home Depot, Menards and Lowes etc.The Company is growing rapidly and still needs information of updated technology to complete at Global level. As the expertise available with our parent unit could be fruitfully utilized in our Chennai Unit.