JOB DESCRIPTION – COST CONTROL & MIS MANAGER

CTC: ₹6,00,000 per annum (₹6 LPA)

Department: Finance & Accounts

Position: Cost Control & MIS Manager

Job Objective

We are looking for a finance professional with strong experience in budgeting, cost control, cost reduction, financial planning and MIS reporting.

The candidate will be responsible for improving operational efficiency, controlling expenses, analysing profitability and taking initiatives to convert the company's negative operating cash flow into positive operating cash flow.

Key Roles & Responsibilities

1. Budgeting & Financial Planning

- Preparation of annual budgets and monthly departmental budgets.
- Budget versus actual expense analysis.
- Identification and control of unnecessary expenses.
- Preparation of fixed and variable expense reports.
- Monitoring departmental and branch-wise budgets.

2. Cost Control & Cost Reduction

- Identify opportunities for reducing operational costs.
- Analyse fixed costs, variable costs and overhead expenses.
- Product-wise costing and profitability analysis.
- Preparation and monitoring of Bill of Materials (BOM).
- Identify cost leakages and recommend corrective actions.
- Monitor direct and indirect costs.

3. Operating Cash Flow Improvement

- Analyse the reasons for negative operating cash flow.
- Prepare weekly and monthly cash flow statements.
- Monitor receivables, payables and working capital.
- Identify cash blockages and improve cash conversion.
- Develop an actionable plan to achieve positive operating cash flow.
- Monitor cash flow performance against targets.

4. MIS & Financial Reporting

- Prepare monthly, weekly and daily MIS reports as required.
- Branch-wise Profit & Loss statements.
- Department-wise Profit & Loss statements.
- Product-wise profitability reports.
- Expense analysis and variance reports.
- Management dashboards for decision-making.
- Highlight loss-making branches, products and departments.

5. Tally ERP / Tally Prime

- Hands-on experience in Tally software.
- Creation and management of cost centres and cost categories.
- Proper expense allocation branch-wise and department-wise.
- Preparation of cost centre-wise reports.
- Accurate accounting and financial reporting.
- Use Tally data for management decision-making.

6. Business Performance & Asset Utilisation

- Identify non-performing branches, departments and business units.
- Analyse branch-wise and department-wise profitability.
- Identify non-performing assets and underutilised resources.
- Recommend corrective measures, restructuring or disposal of non-performing assets.
- Support management in strategic financial decisions.

Desired Candidate Profile

- CMA Final qualification.
- 1–2 years of relevant experience in costing, budgeting, financial planning and MIS.
- Strong practical knowledge of Tally ERP / Tally Prime.
- Experience in cost centre creation and cost allocation.
- Strong knowledge of cash flow management.
- Experience in branch-wise and department-wise profitability analysis.
- Excellent Excel and financial reporting skills.
- Strong analytical and decision-making abilities.

Key Performance Expectations

The candidate will be evaluated on:

1. Improvement in operating cash flow.
2. Reduction in controllable operating expenses.
3. Accuracy and timeliness of MIS reporting.
4. Branch-wise and department-wise profitability visibility.
5. Budget versus actual cost control.
6. Identification and reduction of non-performing costs.
7. Effective utilisation of Tally cost centres.

Compensation: Up to ₹6 LPA CTC, depending on experience and suitability.

Job Location : CS/OCF-7, Pocket 8, Sector 8, Near Deepali Chowk, Opposite Bagga Link, Sector 8, Rohini, New Delhi – 110085