JOB DESCRIPTION

CMA Freshers | Finance Management Trainee Profiles

Factory Commercials • Internal Audit • CAPEX Project Controlling • Financial Reporting & Analysis • Accounts Payable, Reporting & RPA • Finance Digitalization • Financial Planning & Analysis

Objective: Build a structured talent pipeline of qualified finance professionals through practical exposure, controls discipline, business partnering and digital capability.

Common Role Framework

These roles are suitable for newly qualified CMA professionals who will work with process owners and business teams on accounting, controls, reporting, analysis, projects and continuous improvement.

Common Expectations

- Maintain accuracy, integrity and confidentiality of financial information.
- Meet monthly, quarterly and annual closure timelines.
- Follow approved SOPs, delegation of authority and risk-control requirements.
- Prepare clear working papers, reconciliations and audit trails.
- Identify exceptions early, perform root-cause analysis and support corrective action.
- Communicate in a concise, fact-based manner with finance and cross-functional stakeholders.

Qualification & Behavioural Requirements

- Fresh Chartered Accountant or Cost and Management Accountant.
- Strong fundamentals in accounting, costing, financial analysis and internal controls.
- Working knowledge of Ind AS, Companies Act requirements, GST and TDS relevant to the assigned process.
- Advanced Excel skills; willingness to learn SAP, Power BI and automation tools.
- Analytical mindset, attention to detail, ownership, curiosity and ability to work to deadlines.
- High standards of ethics and professional conduct.

1. Factory Commercials

Role Purpose

Provide financial and commercial support to manufacturing locations by monitoring yields, material usage, product cost, plant expenses, inventory and statutory cost records.

Key Responsibilities

- Prepare monthly yield reports, material usage variance analysis and other plant MIS.
- Support monthly and quarterly books closure for plant-related costs, provisions, inventory and expenses.
- Compile statutory cost audit records, annexures and supporting schedules.
- Coordinate plant budgets covering production volumes, capacity utilisation, power and fuel, repairs, consumables and other factory overheads.
- Prepare quarterly product costing and budget-versus-actual factory cost analysis, including overhead absorption.
- Maintain and validate Bill of Material master data in coordination with manufacturing, quality and technical teams.
- Coordinate monthly plant performance review meetings and track agreed action points.
- Monitor slow-moving, non-moving and blocked inventory and support physical verification activities.
- Validate cost-efficiency projects relating to yield, utilities, consumables and other conversion costs.
- Support statutory and internal audits relating to inventory, factory expenses and product costing.

Key Deliverables / Measures

- Timely and accurate plant MIS and variance commentary.
- Reliable product cost and overhead absorption analysis.
- Timely completion of cost-audit schedules and inventory controls.
- Closure of plant-review actions and validated savings from cost-efficiency projects.

2. Internal Audit

Role Purpose

Support risk-based internal audits and strengthen process controls by testing compliance with SOPs, Risk Control Matrices and management control frameworks.

Key Responsibilities

- Review compliance with approved SOPs and Risk Control Matrices across finance and operating processes.
- Understand end-to-end processes, identify key risks and document control design.
- Execute quarterly audits in assigned areas and maintain evidence-based working papers.
- Test operational and system controls, including online and automated controls across factory locations.
- Identify control gaps, assess root causes and develop practical recommendations with process owners.
- Track audit observations, agreed actions and closure evidence to completion.
- Support management control self-assessment and process hygiene reviews.
- Coordinate information requirements with statutory, cost, tax and secretarial auditors.
- Assist in fraud-risk reviews, data analytics and focused investigations under supervision.
- Support continuous improvement initiatives under guidance of the Risk Management Committee and Internal Audit leadership.

Key Deliverables / Measures

- Completion of audit plan and working papers within agreed timelines.
- Clear observations supported by evidence, risk impact and actionable recommendations.
- Timely follow-up and closure of agreed management actions.
- Improvement in control compliance and repeat-observation reduction.

3. CAPEX – Project Controlling

Role Purpose

Provide end-to-end financial control over capital and revenue projects, from budgeting and approval through WBS control, spend monitoring, capitalization and post-completion review.

Key Responsibilities

- Compile annual CAPEX and REPEX budgets by project, location and business priority.
- Review investment proposals for completeness of scope, cost estimates, phasing, business justification and approval requirements.
- Create and maintain project codes, WBS elements and budget allocations in SAP after approved sanctions.
- Monitor commitments, purchase orders, advances, actual spend and forecast-at-completion against approved budgets.
- Prepare project-wise monthly MIS showing budget, commitments, actuals, cash outflow, variance, progress and expected completion.
- Identify cost overruns, scope changes, delays and idle commitments; escalate exceptions with supporting analysis.

- Review project invoices and supporting documents for correct coding, approval, tax treatment and project linkage.
- Reconcile Capital Work-in-Progress and coordinate timely capitalization based on readiness-for-use confirmation.
- Maintain fixed-asset records, support asset tagging, depreciation runs and physical verification.
- Track open POs, unutilised budgets and project stock; support timely closure of completed or cancelled projects.
- Compile fixed-asset and CAPEX schedules for statutory audit, internal audit and management review.
- Assist in post-implementation review of major projects against approved cost, timeline and business benefits.

Key Deliverables / Measures

- Accurate project-wise budget and spend control.
- Timely capitalization with minimum ageing in Capital Work-in-Progress.
- Early visibility of overruns, delays and unused commitments.
- Complete audit trail from approval to asset creation and project closure.

4. Financial Reporting and Analysis

Role Purpose

Support accurate and timely standalone and consolidated financial reporting, account analysis, audit schedules and management commentary in line with applicable accounting standards and company policies.

Key Responsibilities

- Support monthly, quarterly and annual financial close through schedules, reconciliations and closing entries.
- Prepare and analyse trial balance, balance-sheet schedules, profit and loss statements and cash-flow inputs.
- Perform account scrutiny, trend analysis and movement analysis across revenue, expenses, assets, liabilities and equity.
- Support preparation of standalone and consolidated financial statements and notes to accounts.
- Assist in intercompany reconciliation, elimination entries and reporting-package validation.
- Prepare variance commentary against prior period, budget and forecast, highlighting material movements and one-off items.
- Maintain schedules for provisions, accruals, prepayments, employee benefits and other estimates under supervision.
- Support Ind AS accounting assessments and documentation for assigned areas.
- Coordinate audit requirements, provide supporting documents and ensure closure of audit queries.
- Develop management dashboards and analytical views for financial performance, working capital and key balance-sheet movements.
- Maintain reporting checklists, version control and evidence of review.

Key Deliverables / Measures

- Financial statements and schedules completed within the close calendar.
- Reconciled balances with clear explanations for material movements.
- Accurate audit support and timely resolution of queries.
- Decision-useful analytical commentary, not merely data compilation.

5. Accounts Payable, Reporting and RPA

Role Purpose

Ensure accurate, compliant and efficient procure-to-pay accounting while using reporting and automation to improve invoice processing, controls, vendor experience and working-capital visibility.

Key Responsibilities

- Support invoice booking, three-way match, debit/credit note processing and payment readiness in accordance with SOPs and approval controls.
- Verify vendor invoices for purchase order, goods/service receipt, tax details, approval, accounting code and supporting documents.
- Monitor invoice ageing, blocked invoices, open GR/IR, unmatched items, vendor advances and debit balances.
- Prepare vendor reconciliations, balance confirmations and ageing analysis; coordinate resolution of exceptions.
- Support payment runs and verify compliance with delegation of authority, payment terms, MSME requirements, TDS and GST controls.
- Prepare monthly AP dashboards covering invoice volumes, ageing, overdue items, blocked invoices, cycle time and exception trends.
- Perform root-cause analysis of recurring process failures such as delayed receipt booking, PO mismatch, duplicate invoices and master-data errors.
- Support month-end provisions, cut-off testing and AP-related audit schedules.
- Document current processes, identify automation opportunities and prepare business requirements for RPA or workflow solutions.
- Participate in user acceptance testing, exception testing, control validation and post-go-live monitoring of bots.
- Track bot performance, failed transactions, manual interventions and benefit realization; coordinate fixes with process and technology teams.
- Maintain AP SOPs, control evidence and automation documentation.

Key Deliverables / Measures

- Accurate and timely invoice processing and payments.
- Reduction in aged GR/IR, blocked invoices, open advances and unreconciled vendor items.
- Reliable AP dashboards and actionable exception analysis.
- Stable automation with controlled exceptions and measurable effort reduction.

6. Digitalization Process in Finance

Role Purpose

Support the design and adoption of digital finance solutions that improve process efficiency, data quality, control, reporting speed and user experience.

Key Responsibilities

- Map current finance processes, pain points, manual interventions, control gaps and data dependencies.
- Identify and prioritise digital use cases across record-to-report, procure-to-pay, order-to-cash, treasury, costing, tax, FP&A and reporting.
- Prepare process maps, problem statements, business requirements, user stories and expected benefits.
- Work with finance users and technology teams to evaluate solution options such as workflow, RPA, analytics, OCR and AI-assisted tools.

- Support data preparation, master-data validation and reconciliation before solution development or migration.
- Participate in solution design reviews with focus on segregation of duties, maker-checker controls, audit trails and exception handling.
- Prepare test scenarios and conduct user acceptance testing, including positive, negative and boundary cases.
- Document defects, coordinate resolution and validate fixes before go-live.
- Support change management through SOP updates, user guides, training material and adoption tracking.
- Develop dashboards for project status, benefit realization, usage, exceptions and control performance.
- Monitor implemented solutions, investigate recurring failures and recommend process or configuration improvements.
- Maintain a pipeline of continuous-improvement opportunities and share learnings across finance processes.

Key Deliverables / Measures

- Clearly defined use cases with quantified baseline and expected benefits.
- Solutions delivered with appropriate controls, testing and documentation.
- Adoption, stability and benefit realization after implementation.
- Reduction in manual effort, errors, cycle time and report-preparation time.

7. Financial Planning and Analysis (FP&A)

Role Purpose

Support planning, forecasting and performance management by converting financial and operational data into forward-looking insights for business decisions.

Key Responsibilities

- Coordinate annual budget, periodic forecast and long-range plan templates, assumptions and submissions.
- Consolidate revenue, margin, operating expense, headcount, working capital, CAPEX and cash-flow plans.
- Validate planning inputs for completeness, consistency and alignment with approved business assumptions.
- Prepare monthly and quarterly budget-versus-actual and forecast-versus-actual analysis.
- Analyse volume, price, mix, material cost, conversion cost, overhead and foreign-exchange impacts on profitability.
- Build product, customer, geography and business-segment profitability views where data is available.
- Prepare rolling forecasts, run-rate analysis and early-warning indicators for risks and opportunities.
- Support scenario and sensitivity analysis for pricing, raw-material movements, capacity utilisation, working capital and investment decisions.
- Prepare management review packs with concise insights, key drivers, risks, opportunities and actions.
- Track performance against KPIs and follow up with process owners on committed actions.
- Support business cases through NPV, IRR, payback and sensitivity analysis under guidance.
- Improve planning models, automate recurring reports and strengthen single-source-of-truth data controls.

Key Deliverables / Measures

- Accurate budgets and forecasts completed to the planning calendar.
- Driver-based variance explanations and reliable forward outlook.
- Management reports that clearly identify risks, opportunities and required actions.
- Robust scenario models and improved forecast accuracy over time.

· Place of posting – Mumbai

· No. of vacancies – 4 to 6

· CTC p.a. - ₹ 8 LPA for freshers. Candidates with additional qualification / experiences will be based on industry standards.

1. First Attempt CMA – 8 LPA
2. All other attempts – 7 LPA