



White Globe

White Globe is Asia's leading Language Service Provider (LSP) offering Translation & Localisation services in more than 350 Foreign and Indian Languages. These services are mainly used by MNC Companies who do business in multiple languages or Indian Multinationals with Global presence. In a short span of Four years White Globe is already servicing more than **1000 clients** across the globe including **more than 50 Fortune 500 Companies**. Right from its inception, White Globe has won several Industry leading accolades like **"The Company of the Year 2019"**, **Best in Translation and Localisation-India, Corporate Excellence Award, UK.** **"The Most Admired Language Service Provider in India, CEO of the Year 2019 etc.**

White Globe services are backed by advanced technology and an innovative knowledge centre. The services are delivered maintaining very high level of Quality by a team of highly competent project managers and delivery professional. White Globe offers a dynamic work environment to encourage innovative thinking and honing one's leadership skills

To meet its growing business needs, White Globe is looking for young, dynamic and enthusiastic Finance Manager. Our team drives success through hard work, attention to details etc. Your ability to learn, work, and collaborate at a senior level will be critical to success.

Please visit: www.whiteglobe.co.in

POSITION DESCRIPTION SUMMARY

Finance

Function: Finance, Accounts and MIS

Grade: Manager

Location: Mumbai

Reports to (Title): Director

I) Position Summary

Key Objective / Purpose of the Job:

The incumbent would be responsible for the preparation of Books of Account (P&L, Balance Sheet, Cash Flow Statement along with all Schedules,) finalization of accounts, all statutory and legal compliances . She/He will also be responsible for all the Financial Planning, Analysis and MIS. The responsibilities will include accounting and controlling, invoicing, collections, banking operations, preparation & review of monthly MIS, variance analysis etc..

b) Major Activities

- ◆ Financial Planning
- ◆ Working capital management / Cash Flow management
- ◆ Identifying cost control parameters
- ◆ Implementing cost effective system to control the expenses
- ◆ Entity -wise / Region-wise/Branch-wise/Customer-wise profit contribution management with gap analysis and Budget management
- ◆ Providig the management with analysis of new business opportunities to meet the business



objective

- ◆ Evaluating the existing business operations and suggesting developments plan with cost effectiveness
- ◆ Inventory movement
- ◆ ERP exposure
- ◆ Debtors management and credit control ensuring control over the receivables
- ◆ MIS Management: Fulfill the MIS requirement from the corporate and providing inputs for the preparation of AOP
- ◆ Ensure that finance staff maintains financial record systems in accordance with Generally Accepted Accounting Principles, and monitor the use of all funds
- ◆ .Audits: Attending statutory auditors and furnishing information and explanation to the Statutory Auditors and ensure completion within stipulated timeframe
- ◆ Tax: Comply with all regulatory requirements; submit returns to statutory authorities, ensure payment of the statutory dues i.e. income tax, TDS, VAT, Service tax etc on due dates
- ◆ Revenue : Ensure control over revenue and timely invoicing to client
- ◆ Accounts Payable: Ensuring that the accounts payable function is smoothly carried on
- ◆ Budgeting /Forecasting : To prepare business models for annual budgeting and deploying effective MIS and metrics which help management to improve operational parameters.
- ◆ Finalisation of Books of Account in accordance with Statutory Compliances (P&L, Balance Sheet, Cash Flow Statement with all Schedules)

II) Person Specification:

a) Essential Qualifications:

- ◆ MCom/B Com
- ◆ Preferably CA

b) Requisite Skills:

➤ Functional

- ◆ Good business knowledge
- ◆ Understanding of Financial Statements

➤ Behavioral

- ◆ Good business acumen
- ◆ Good analytical skills
- ◆ Ability to work in teams

c) Work Experience

5- 8 Years experience in a similar profile