



In touch with customers. In touch with success.

ifm electronic optimises and develops reliable technical processes by means of innovative sensors and systems for our customers all over the world. The customer has been at the focus of our activities since the company was founded in 1969. To date we have 155,000 customers in more than 70 countries with currently a turnover of 1,5 billion Euro globally and 8.500 employees. We provide the full end to end value chain in cutting edge Industrial Automation spanning from R&D through production into Sales and the After Sales Services to our customers, supporting business across all industries including Food and Beverage; Automotive for both OEM's and End users in all business segments from the large Multinational Corporations with business spanning the globe as well as the local midsize and small enterprises in all their various automation needs with a product palette of over 4.500 articles covering all areas of automation from position sensing to process as well as network and controls.

General Manager Operations and Finance - reporting to Operations Director - India

JOB GOALS/ OBJECTIVES:

This Job Specification is provided as guideline of main duties & focus for your work. These duties may change from time to time, in reaction to the company strategies, in consultation with your Manager.

The main responsibility will be to manage day to day Finance & Operations departments (order processing & Logistics) for ifm electronic India.

The key job purpose is to provide an efficient and effective financial oversight and support the Operations Director and Managing Director proactively to across all finance and operations (order processing and logistics)-related topics and be able to make the proper decisions and react according to the business needs.

Clear budgetary planning is essential for both short term (E.g. monthly, quarterly) and long term (E.g. annually), as the company needs to know the financial implications of any decision before proceeding. In addition, care **MUST** be taken to ensure that financial practices are in line with all statutory legislation and regulations.

It is also important to make sure that order processing department and logistics department is running most efficiently.

The General Manager Operations and finance will also need to ensure the company finance operations are according to:

- The global standard of ifm operating procedures and Finance strategy.
- All ifm internal policies and external legal and finance obligations to the market and governing bodies are adhered to.

This position will also work closely with the global Finance Team in ifm headquarter to, ensure all above standard and requirements are implemented properly.

Office Base: Pune, India

Travel: Ability to travel Nationally, Internationally

RESPONSIBILITIES:

1. Financial Accounting and Reporting

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Ensure that all statutory requirements of the organization are met including, Withholding Payments (CPP, EI), customer regulations/methods, Income Tax, Goods and Services Tax, Employer Tax, Import & Export laws
- Prepare all supporting information for the annual audit and liaise with External Auditors as necessary
- Document and maintain complete and accurate supporting information for all financial transactions
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
- Reconcile bank and investment accounts
- Review monthly results and monthly variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Ensure all payments from customers are made on time, with support of the FSE.
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
- As and when advised by the regional and global leadership, manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Prepare annual return in a timely manner as appropriate
- Liaise with the global Finance Team and CFO as appropriate
- Assist the Operations Director & MD along with global Finance Manager with financial reporting as and when required
- Proactively work with local/regional and global management to ensure all finances are in order and implement early alert mechanism to highlight any irregularities

2. Budget Preparation and Actuals Monitoring

- In line with the global guidelines for budget and forecast preparation, and prepare the annual budget in consultation with Operations Director & Managing Director
- Assist with the preparation of budgets for funding applications
- Assist the Operations Director & MD with the ongoing forecasting process and meeting of targets on sales/turnover and bottom line operating result (monthly, quarterly, annually)

3. Risk Management

- Monitor risk management policies and procedures to ensure that organizational risks are minimized
- Advise appropriate insurance coverage for the organization to the Board of Directors
- Maximize income where possible and appropriate
- Negotiate with Bank for lines of credit or other financial services as required and appropriate and advised by global and regional management

4. Office Administration:

1. Oversee the management of all leases, contracts and other financial commitments
2. Manage all incoming and outgoing documents of the company (ISO 9001)
3. Ensure all the office expenses, employee claims...are properly processed and documented, following the company policies and all statutory legislation and regulations
4. Monitor all legislation relevant to the organization (employment standards, occupation health and safety, human rights, etc.) and all regulations on professional certification to ensure that the organization is compliant

PREREQUISITES/ QUALIFICATIONS:

1. Education:

- Chartered Accountant, or MBA in Operations and Finance from tier 1 or tier 2 educational institution

2. Experience:

- Minimum 15 years of experience with minimum 5 years in leadership role is desirable

3. Knowledge, Skills and Abilities:

- Knowledge of general accounting principles, Knowledge of federal and provincial legislation affecting our company, Knowledge of provincial legislation on Employment Standards, Occupational Health and Safety
- Understanding of End to End business processes and translating these into Finance requirements
- Understanding of lean logistic management practices, good order processing knowledge
- ISO 9001 of control records

4. IT Proficiency:

- Office equipments: Phone/Fax, Printer/Scanner, Computer
- Microsoft Office Suite: Word, Excel, Powerpoint.
- Accounting software
- Knowledge of Business Application Software for transactional and analytical systems
- (E.g. ERP system, SAP knowledge is preferred)

5. Personal Characteristics

- Behavior: Ethical and professional, ensure consistency with the values of the organization
- Relationships: Establish and maintain positive working relationships with both internally and externally contacts to achieve the goals of the organization.
- Service: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Organizing: Set priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information and activities. Good project management Skills are desirable
- Planning: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Execution: You are willing to work longer hours when occasionally required, a quick learner and able to drive successful results with limited supervision with a hands-on, can-do attitude and who is Self-Motivated & seeking continuous improvement
- Decision Making: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- Problem Solving: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem

Interested?

Email enclosing your CV to Nandan Kulkarni

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