

Business: Citi	Division: Finance, Planning & Analysis	Location: Mumbai
<u>Job Description</u>		
<p>Job Purpose:</p> <p>An excellent opportunity for individuals seeking a career within Citigroup and more specifically within the Finance Division.</p> <p>The purpose of the role will be to perform key activities (as described below) supporting the Planning and Analysis (P&A) function, across all products and countries.</p> <p>The goal is to migrate FP&A activities performed across various locations globally and to consolidate them in Mumbai</p> <p>Overtime, the teams would:</p> <ul style="list-style-type: none"> - drive the standardisation and improvement of activities to generate efficiency and re-engineering saves - provide analysis and insights into Business results 	<p>Job Background/context:</p> <p>Citi is a leading global financial services company. It does business in more than 100 countries, providing consumers, corporations, governments and institutions with a broad range of financial products and services, including consumer banking and credit, corporate and investment banking, securities brokerage and wealth management.</p> <p>Planning & Analysis is part of the Finance division and provides financial and related business information to Citi management to allow them to make informed business decisions and set key strategic goals. This includes weekly and monthly management reporting, Budgeting, Outlook & Forecasting and preparation of analysis to support the decision making</p> <p>Mumbai FP&A COE is an integral and key partner of the Global FP&A team</p>	

Development Value:

Opportunity to join one the leading financial Institutions in the world which prides itself on people development and mobility
The role also provides a fantastic opportunity to build a career within the Finance Division and gain a holistic and deep knowledge and understanding of various businesses in Citi
Interaction with people at all levels from different areas of the organisation (finance, business and infrastructure)
The role provides a diverse and varied work coverage including monthly reporting, presentations, forecasting and ad hoc analysis
Opportunity to work in a matrix organisation working with regional and country teams

Person Specification

Knowledge/Experience:

- Good financial analysis and management reporting background having 5-8 years of prior work experience
- Experienced in Microsoft Office (including PowerPoint, Excel & Word)
- Experience of working with financial data and knowledge of financial reporting tools. Essbase, Business Objects would be a plus.
- Interest in business and economic environment

Skills:

- Effective communication skills
- Strong analytical and problem solving skills
- Attention to detail is an essential part of the job
- Adaptability, multitasking and project management skills
- Demonstrate an ability to learn and desire to develop and improve by challenging status quo
- Interpersonal skills (ability to work with colleagues at all levels across multiple locations)
- Time management & organisational skills
- Good teamwork skills
- Flexibility – able to react quickly to changing priorities and timelines
- Takes responsibility and demonstrates ownership of issues
- Demonstrating management control of delegated tasks

Key Responsibilities:**Performance Measurement:**

1. Analysing, investigating and explaining key movements and trends in P&L lines
2. Preparation of monthly financial metrics and key business drivers specific to different products/functions
3. Providing financial support to Business/Functions & assist them in decision making

Reporting / Analytics:

4. Preparation of various Reports to support the Management needs and ensuring timely adherence to deadlines
5. Monthly variance reporting and reporting of any issues, risks & opportunities, Flash reporting (pre- month end estimate of expenses)
6. Preparation of monthly Management packs, Review decks & getting into discussions with Finance Management, as necessary

Budgeting and Forecast Process:

7. Working with Country & Regional Managers to create and review quarterly forecasts and annual financial plans, including reporting & analysis to explain changes against given baselines

Month End Oversight activities:

8. Assist in key month end activities including interaction with the Controllers to provide oversight of completeness and accuracy of underlying management information
9. Support various teams with key Management reporting as appropriate
10. Working as part of a diverse team spread across the region, interaction with a wide range of people including Regional /Global Finance Owners

Transitions & Client Management:

1. Ensuring smooth migration of activities from various Onshore teams to Mumbai
2. Drive various Process efficiencies through standardization and re-engineering of activities
3. Effective Client relationship & Demand management to be able to meet the needs of various stakeholders

Team Management:

4. Ability to manage and drive the team
5. Result Oriented
6. Has a proactive approach to problem solving

Experience required is 2 - 8 years

Please send your Resume to Me Email: maximiano.almeida@ibsindia.org

Maximiano Almeida

Deputy Manager Corporate Relations & Campus Placements

IBS Business School, Mumbai,

Tel.(D) 022-40434390 (M) +91-9892985257

Email: maximiano.almeida@ibsindia.org