



## ASSISTANT MANAGER - FINANCE

**Location:** Mumbai

**Company Profile:** French wine and spirits company.

Reporting to the Finance Manager, the position holder will be responsible for leading the credit process (excluding FTT), including the consistent application of credit policy, periodic credit reviews of existing customers, assessment of the creditworthiness of potential customers, and timely collection of funds receivable, and maintaining appropriate credit insurance over credit accounts, with the goal of optimizing the mix of company sales and bad debt losses, and reducing the DSO.

### **Responsibility:**

#### **1. Credit Operations**

- Maintain the corporate credit policy.
- Recommend changes in the credit policy to senior management.
- Create a credit scoring model for approval of new customer accounts and increases in existing customer credit limits.
- Lead periodic credit review process and recommend changes to the business.
- Review and pre-approve/amend/reject all credit applications and credit limit changes prior to required authority limit signoff.
- Manage customer credit files.
- Personally visit the largest customers periodically with Sales Account Managers to establish relations with key customers.
- Ensure appropriate credit insurance is maintained in accordance with company policy with respect to establishing and maintaining credit insurance levels through the Coface credit insurance portal.
- Monitor and report on credits (excluding FTT credits) being taken by customers.
- Drive Credit team collections to meet Group KPIs on cash collection, recovery of overdues, and DSO.
- Preparation of weekly, monthly and ad hoc reporting in relation to Accounts Receivable/Credit.
- Answering queries within the department and cross functionally in relation to area of Accounts Receivable.

Mumbai office:  
4th Floor, A-Wing, One Forbes  
Building, No-1, Dr. VB Gandhi  
Marg, Kala Ghoda, Fort,  
Mumbai - 400 001  
Tel: +91 22 6845 9800  
contact@ifcci.org.in

Delhi office :  
DLTA Complex, R K Khanna Stadium,  
1st Floor (Gate 3), 1, Africa Avenue,  
New Delhi - 110 029, India.  
Tel : +91 11 3997 4690  
Fax : +91 11 3997 4692  
contactdelhi@ifcci.org.in

Chennai office :  
Old 27, New 66, III Street,  
Abiramapuram,  
Chennai - 600 018, India.  
Tel : +91 44 4217 8710  
contactchennai@ifcci.org.in

Bangalore office :  
Unit 1303 - 1304, 13th Floor,  
Prestige, Meridian II, No. 30,  
MG Road, Bangalore - 560 001, India.  
Tel : +91 80 6194 9799  
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## 2. External and Cross Functional Relationships

- Manage relations with credit reporting agencies.
- Manage relations with the sales department.
- Manage relations with the supply chain/operations team.

## 3. Systems & Process Management

- On-going responsibility for systems utilization and process management for areas of functional responsibility, and accounts receivable/collections function.
- Continual review to ensure overall objectives of ERP system implementation above can be met, and that systems and processes are up-to-date, appropriate and continually monitored and improved.

## 4. Ad Hoc Projects and Additional Tasks

- Review, streamline and document procedures on an on-going basis.
- Undertake any other tasks that are assigned by Management that are consistent with position duties in a positive manner.

## 5. Working Relationships

- Internal - Finance Director, Finance Manager, Supply Chain Team, Sales and Marketing Team.
- External - Distributors, Customers, Channel partners, Credit Insurers, Bankers, Auditors

## Required Profile:

- Solid interpersonal and communication skills.
- Excellent skills with Microsoft Excel.
- Must demonstrate solid functional knowledge.
- Hands-on, meticulous and analytical.
- A high level of commercial awareness.
- Solid organizational skills including attention to detail and multi-tasking.
- Ability to work under pressure and tight deadlines.
- Independent, self-starter and able to thrive in as fast pace and dynamic environment.



- **Education:**
  - Chartered Accountant (CA).
  - Strong knowledge and working proficiency in SAP.
  - High proficiency and knowledge of accounting principles.
  
- **Experience:** 5-7 years of relevant working experience at senior credit level in fast moving consumer goods industry or distribution industry, partnering with multisite sales and distribution teams.
  
- **Language:**
  - Good oral and written communication skills in English.
  - Knowledge of French is a plus.

**Please send your CV to [employment.service@ifcci.org.in](mailto:employment.service@ifcci.org.in)**

### **About Indo-French Chamber of Commerce & Industry (IFCCI)**

Established in 1977, the Indo-French Chamber of Commerce and Industry (IFCCI) belongs to a worldwide network of 120 French Chambers (CCIFI) in 90 countries with over 33,000 companies. IFCCI is one of the most active bilateral chambers in India that promotes mutually beneficial trade relations between India & France and caters for its members' needs and interests. For more information, please visit

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