



## LLOYDS METALS & ENERGY LTD.

Regd. Office and Works : Plot No. A1 & A2, MIDC Industrial Area, Ghugus 442 505, District Chandrapur (MS), Tel : 07172-285398, 07172-285103  
Corporate Office : A2, 2nd Floor Madhu Estate, Pandurang Budhkar Marg, Lower Parel, Mumbai-400013, Tel : +91-22-62918111  
www.lloyds.in | CIN: L40300MH1977PLC019594 | Email: investor@lloyds.in

### Job Description

**Designation** :- Asst. Manager/ Dy. Manager  
**Position Name** :- MIS & Accounts  
**Qualification** :- M.Com/B.Com, CA  
**No. of Experience**: - 06-10 Years  
**Age** :- 30-40  
**Technical Skills** :- SAP, Excel  
**Soft Skill** :- Excel/Word/SAP

### Role & Responsibility :-

1. Monthly Costing MIS Report from SAP and deviation with MIS to be shared to Plant team and IT team
2. Coordination with IT Team for Atomization of Daily quantities data report in SAP.
3. Monthly Budget Released, Shift Budget from one WBS to other, Additional Approved budget, Support to Plant Team and co-ordination with IT Team, Budget report based on WBS elements as per Annexure "A" through SAP.
4. Monthly, Quarterly and Annual Budgetary Plans
5. Daily and Monthly MIS reports- Working Capital, Daily MIS & Costing, Monthly Costing MIS incl. Special Projects.
6. Fund Management.
7. Key Data Report based on Monthly Plant Performance Data Input and its comparison with the Budgeted Performance Parameters for Corrective Actions.
8. Cost Analysis of Key Operational Cost Elements Utilities, Labour, Manufacturing Overheads
9. Cost Audit – Preparation of Cost Audit Report, Reconciliation of cost record with Accounts Financial statements

<b>Name</b>		Pawan Meshram	Sanjay Kumar
<b>Designation</b>		AVP-HP	Unit Head
<b>Sign</b>			
	<b>Initiated By</b>	<b>Forwarded By</b>	<b>Approved By</b>



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