

LAPP India Pvt. Ltd.

2021 Job Description

Job Title:	Manager Commercial	Role/Grade Level:	
Reports To:	AGM – Finance & Controlling	Date Created:	12 Aug 2021
Location:	Bangalore	Created By:	Suja Anand

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned beyond the core functions listed below:*

1. Managing **Accounts Receivables**:
 - Periodic review of Accounts receivables with ageing analysis
 - Agree on collection targets for the month and follow up with Sales & Channel team for driving collections on monthly basis to meetup the targets
 - Review and verification of Credit memos and cash discounts
 - Periodic review and reporting of credit risk over and above the insurance cover
 - To have quarterly review of out standings beyond 90 days with Sales and push them for realizing the old out standings and appraise the management on key bad debt risks
 - Obtaining half year balance confirmation and reconciling any pending issues
 - Preparation and circulation of monthly outstanding reports
 - Reviewing the collections daily and reporting to the stake holders
 - Preparation of DSO region wise, dealer wise and business segment wise on monthly basis
2. Handling **Credit insurance**
 - Manage Credit insurance portfolio on all India basis
 - Obtaining the required credit limits for the customers/dealers in discussion with the insurers
 - Reporting the overdues to the insurer
 - Follow up with the insurer to settle the claims, if any
3. **Dealer confirmation** and reconciliation process
 - Obtain and reconcile the dealer accounts on half yearly basis
 - Periodical visits to dealers to sort out any pending issues
4. Handling Regional **commercial teams**
 - Manage and guide the regional commercial teams on their day to day activities
 - Periodical visits to Regions and review commercial activities
5. Dealer Channel finance coordination
 - Implementation of channel finance facility with various banks to enhance channel business and smoothen dealer payments
 - Proposing new dealers under the channel finance scheme with the existing facility
 - Reviewing and tracking the performance of the dealers under the said facility and addressing overdue issues

6. Sales employee expense verification and processing
 - Regional employee travel bill verification and approval in ZING platform
7. Handling **BG and LC** of customers.
 - Understanding the requirement of BG, Liaison with bankers to establish and issue BG as per purchase order payment conditions.
 - Reviewing the draft LC from customer and clearing it for establishment. Submitting relevant documents based on the LC to the bank.
8. Sales controlling
 - Preparation of sales controlling files sales employee wise, dealer wise and region wise
 - Preparation of various MIS reports on a timely manner in coordination with the sales team
 - Preparation of sales incentive file as directed by management team
 - Monitoring and vetting the various incentive schemes circulated to all channel partners by the channel management team
9. **Credit management** system for customers thru SAP.
 - Operating credit Management Systems: -
 - Fixing the credit limit in SAP
 - Releasing delivery note,
 - Releasing the billing,
 - Releasing order entry,In SAP customer master depending upon the overdue & outstanding for the dealer or customer in coordination with sales team, dealer team & order fulfilment team.
10. Knowledge of **GST** and other tax compliances.
 - Filing the monthly GST returns
 - Managing GST audits
 - Creation of debit note and credit notes in compliance with the GST laws.
 - Assess the applicability of TDS or TCS on the invoices raised on customers.
 - Any other tax compliances as required by law.
11. Any other tasks assigned by manager from time to time.

QUALIFICATIONS & EXPERIENCE:

- **Inter CA/ICWA**
- **8-10 years of experience in similar role**

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision.

- Travel required within the assigned territory about 30%.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate noise (i.e. business office with computers, phone, and printers).
- Ability to sit at a computer terminal for an extended period of time