



A TATA Enterprise

## JOB DESCRIPTION

BASIC INFORMATION			
<b>Role Title:</b>	Finance Business Partner – OTR (Finance & Project Control)	<b>Business :</b>	Corporate
<b>Department:</b>	Finance and Accounts	<b>Age:</b>	25 - 35
<b>Grade:</b>	M4/M5	<b>Designation:</b>	Dy. Manager/Manager

Qualifications	
<b>Educational :</b>	CA/ICWA
<b>Professional :</b>	Minimum 3–4 years of post-qualification experience in EPC project finance & controls

ORGANIZATIONAL RELATIONSHIPS		
<b>Reporting Matrix:</b>	<b>Reporting:</b>	Chief Financial Officer
<b>Roles Reporting to this position:</b>	<b>Direct Reporting:</b>	
	<b>Indirect Reporting:</b>	

ROLE
<p>The Finance Business Partner – OTR will act as a business partner to the Head of OTR and Project Managers. The role is responsible for the financial execution and control of all projects post order receipt, safeguarding project profitability and driving financial discipline across execution.</p> <p><b>Project Finance &amp; Control</b></p> <ul style="list-style-type: none"><li>• Maintain accurate project accounting records.</li><li>• Drive cost control and ensure adherence to budgets.</li><li>• Review and approve all project-related purchases &amp; expenses (PO Approval).</li><li>• Prepare and update project EAC (Estimate at Completion) forecasts.</li><li>• Manage working capital including billing and collections.</li></ul>

- Analyze delivered margin vs. bid margin and report variances.
- Ensure accurate financial tracking of change orders.
- Act as the custodian of OTR KPIs (Revenue, Delivered Margin, Cash Collection)

#### MEASURES

- Accuracy of project accounting and EAC forecasting.
- Timely billing and effective collections ensuring healthy cash flow.
- Quality and timeliness of variance and margin analysis.
- Compliance with cost control and financial governance.
- Achievement of project KPIs (Revenue, Delivered Margin, Cash Collection).

#### ACCOUNTABILITIES

- Ensure robust financial governance and compliance across all OTR projects.
- Provide timely financial insights to Project Managers for decision-making.
- Drive billing and collections discipline to support cash flow.
- Monitor and report on financial performance versus bid assumptions.
- Partner with OTR leadership to achieve financial KPIs.

#### SKILLS

##### **Behavioural Skills:**

- Strong interpersonal and stakeholder management skills.
- Analytical mindset with problem-solving orientation.
- High accountability, integrity, and attention to detail.
- Ability to perform effectively under deadlines and pressure.

##### **Functional Skills:**

- Expertise in project finance, accounting, and EPC project controls.
- Strong understanding of working capital management (billing & collections).
- Proficiency in cost control, EAC forecasting, and margin analysis.
- Knowledge of ERP systems and advanced MS Excel.