



## **Company Overview**

Zivame was founded in 2011 with the vision to facilitate women to shop uninhibitedly for intimate wear and to make lingerie shopping comfortable. Zivame is now the No. 1 online lingerie company in India with 30 + retail stores and presence in 800 + partner stores across India. Our Mission is to be the destination for every woman's intimate needs. We believe that every woman is unique, and we want to deliver a platform that allows her to browse, discover and shop what is right for her.

All the products at Zivame stem from the desire to design something that is a blend of quality and comfort. Zivame offers trendy lingerie, active wear, sleepwear, and shapewear in over 3000 + exclusive designs and 100 + sizes catering to women across all body types.

**Team:** Finance

**Position:** Finance Controller

## **Key Responsibilities:**

This role completely responsible for the Zivame's financial and fiscal management aspects, providing leadership and coordination in the administrative, accounting and budgeting efforts. You will be a part of the finance management team working closely with the VP Finance in charting the company's future.

### **Controllership**

- Responsible for accounting and financial systems , 100% statutory compliance and timely, adequate controls and accurate book keeping
- Monitor the preparation and maintenance of ledgers using Navision
- Ensure adherence to commercial processes, OTB to PO, taxation, SOPs
- Counter verify and approve of discounting
- Provide ERP and system related support, detect errors and excess order
- Overall cost control within budget / cost optimization / operations expenses control
- Align every expenditure till it gets accounted

### **Inventory Controls**

- Review of Inventory through adherence to procurement process, valuation of inventory, aging of inventory & provisioning of inventory as per Company Policy
- Perpetual Inventory & half yearly stock take and Variance analysis; Processes to ensure that physical inventory is matching with system inventory
- Ensuring inventory at locations are adequately insured



### **Cash flow management**

- Support retail operations on cost optimization
- Buying team on vendor partnerships
- Ensure working capital management through inventory & expense management, adherence to collection on time

### **Capex and Financing**

- Optimisation of capex cost through analysis and benchmarking
- Monitor bidding process for assets and approval of capex as per budgets

### **Statutory compliance**

- Coordinate with internal & external departments, statutory bodies ,government departments and ensure registrations and compliance are in place
- Keep track of all types of filling including TDS, GST & payments

### **Legal**

- Study legal framework of agreements, participate in negotiation, draw up agreements
- Abide by legal framework

### **People Management**

- Build, coach, develop and motivate people to meet and exceed expectations

### **Key Skills and Experience:**

**Education:** C.A.

**Experience:** Minimum 7~10 years in in accounts or Controllership or finance function

### **Skills**

- Exposure to Retail Sector and Audit firms shall be preferred
- Experience in Navision
- Excellent knowledge of financial statements, operational metrics, accounting, direct & indirect taxation, corporate laws
- Strong knowledge of stock audit practices in retail / ecommerce company
- Fluent in English/Hindi and very strong communication skills
- Ability to use Excel and computer applications
- Entrepreneurial at heart and likes to take ownership
- Excellent analytical skills, motivated, hardworking and self-driven leader



- Highly ambitious with strong interests in the commerce industry
- Extremely detail oriented

**Location:** Bangalore

**Reporting:** VP- Finance

**Our Promise to you:**

- We will value self-awareness, intellectual honesty, judgment, empathy and positive energy over years of experience
- We are willing to roll up our sleeves and get our hands dirty
- We aren't afraid to try new things in the name of supporting workplace happiness
- We are always excited to hear from you