

Job Description: Costing & MIS Executive

Department

Finance / Accounts / Operations

Reports To

GM Finance and FC

Job Summary

The Costing & MIS Executive is responsible for preparing accurate cost sheets, analyzing cost variances, and generating Management Information System (MIS) reports to support management decision-making. The role involves coordination with production, procurement, and finance teams to ensure cost control and data accuracy.

Key Responsibilities – Costing

- Prepare product-wise, process-wise, or project-wise cost sheets
- Analyze material, labor, overhead, and conversion costs
- Monitor actual costs vs budgeted/standard costs and identify variances
- Assist in cost reduction and profitability improvement initiatives
- Support pricing decisions, quotations, and tenders
- Coordinate with production and purchase teams for accurate cost data

Key Responsibilities – MIS

- Prepare daily, weekly, and monthly MIS reports
- Generate reports on cost, sales, production, inventory, and profitability
- Analyze trends, deviations, and performance indicators
- Ensure accuracy and timely submission of reports
- Improve and automate MIS reporting formats as required
- Any other work as and when required by management including accounting, banking etc.

Key Skills & Competencies

- Strong analytical and numerical skills
- Excellent knowledge of MS Excel (Pivot Tables, VLOOKUP/XLOOKUP, formulas), MS Office, Power BI, Analytical tools.
- Understanding of costing methods, analytical skills for MIS
- Good communication and coordination skills

Qualifications & Experience

- Bachelor's/Master's degree in Commerce, Accounting, Finance, or Management
- CPA/CIMA/CMA preferred

- 5-10+ years of experience in Costing/MIS roles
- Experience with ERP systems (SAP, Oracle, Tally)

Key Performance Indicators (KPIs)

- Accuracy and timeliness of cost sheets and MIS reports
- Effectiveness of variance analysis
- Data integrity and reporting quality
- Contribution to cost optimization initiatives

****Do not apply if you don't have good Excel skills, there will be practical interview as well.**