

Job Title: Controller Compliance and Risk Management

Requisition ID **19106** - Posted - **Finance - Business Finance & Risk Management - Dis**

Our employees are our company's greatest asset - they are our real competitive advantage. We possess immense power of innovation, imagination and a desire to attract and retain the best; provide them with encouragement, stimulus, and make them feel that they are an integral part of the company's mission.

PURPOSE

This Position is responsible to create and oversee control systems in order to deal with or prevent violations of legal / Regulatory guidelines and internal policies, evaluate the efficiency of controls, continuously improve them, and revise procedures, reports, etc on a periodic basis in order to identify hidden risks, non-conformity and governance issues.

AREA OF RESPONSIBILITIES

1 Revenue Assurance

- Prepares monthly plans and sets targets and ensures to provide general directions for micro planning developed by the team members for day to day tasks
- Ensures IBC transactions are carried out in as per the SOP's of the organization by reviewing all the transactions in accordance with defined procedures i.e. regular billing analysis, irregular billing analysis, theft detection etc,
- Conducts regular root cause analysis in order to report revenue leakages i.e. incorrect recording, under charged, over charged; Assists the team to act proactively to resolve these issue within the monthly timeframe and prior to the customers launching the complaint
- Reviews the projects according to the organizations analysis and field observations in order to identify risky items and parts requiring attention; Ensures proper controls and procedures are implemented to minimize fraudulent incidents; Reports of IBC level are analyzed by compliance specialist whereas cluster level reports are analyzed by team leads.
- Conducts bi-monthly meeting with Chief Distribution Officer, Head of Strategy and Planning, IBC / Region Heads; Acts as an advisor and bridge between IBC and Departmental heads and Finance

2 Internal Controls Development / Risk Management

- Implements and monitors manual control suggestions i.e. IT and SOP related controls to minimize the transaction issues which are highlighted in the revenue audits / Compliance Program; Segregates the duties of transactions between direct reports in order to eradicate the chance of error; Ensures the rules and controls implemented are consistent and communicated effectively throughout KE
- Constantly Monitors all system processes involved in commercial activities and ensure they are upto date in accordance with the changing regulations and any redundancies / control weaknesses are updated. This involves but is not limited to NC process, Net-metering process, ToU conversion and billing, AMR / MDMS billing logics and processes, PSC Reconciliation exercise with civic agencies, FICA entries and process
- Arranges trainings for IBC staff to ensure they are consistent and updated with the practices and which strengthens internal controls

3 Commercial Governance

- Ensures that Incentive framework follows / complies with all internal policies. Any un-due benefit which may have been a result on mis-conduct / negligence is not rewarded and is dealt accordingly as per the reprimand framework (Offence Book)

4 Policy Making

- Designs, develops and implements new policies when required to identify legal and illegal procedures; Ensures the new SOPs are consistently being followed throughout KE.

5 People Management

- Provides effective and inspiring leadership to direct reports; Ensures parity among subordinates with regards to learning and growth opportunities
- Builds a conducive environment for engaged and committed team; Creates a sense of purpose and self-fulfillment among subordinates
- Delegates the responsibilities to the direct reports and creates a sense of urgency; Keeps the team emotionally aware, sensitive and open to accept planned changes for the greater good
- Leads by example, motivates and maintains a competent and high performing staff, capable to meet current and future needs; Identifies training and development requirements of subordinates to take future roles
- Manages performance of direct reports through objective setting, continuous support, feedback and formal appraisal; Coordinates with HR for recruitment of new talent
- Handles administrative issues related to HR i.e. conflict management, grievances handling, disciplinary issues etc. of the Department
- Stakeholder Management of 30 IBC Heads and their respective Cluster and Region Heads

Educational Requirement: CA/ACCA/CIMA/ICAEW

Experience Requirement: Atleast 9 years

KE provides equal employment opportunity (EEO) to all persons regardless of age, color, origin, physical or mental disability, race, religion, creed, gender, marital status, status with regard to public assistance or any other characteristic protected by federal, state or local laws.