

ROLE DESCRIPTION: ACCOUNTANT



WHAT YOU DO



HOW YOU DO IT

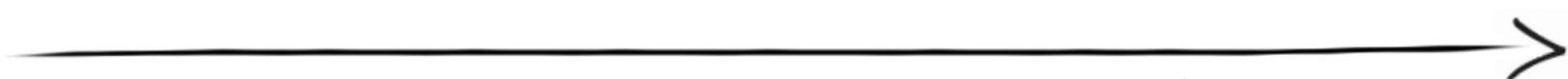
Responsible for monthly and yearly closing, finance projects, online and marketplace accounting.

Communicate with auditors and stakeholders internal and external for the responsible work areas.

Manage and guide the team according to H&M values and guidelines

By acting in line with our values and our leadership expectations and being a role model, you contribute to H&M's business success.

No matter what your role may be at H&M – WHAT you do is as important as HOW you do it.



The **WHAT** in this role description is about your responsibilities, while the **HOW** is about living our values and using your competences to carry them out.

ROLE DESCRIPTION: ACCOUNTANT



WHAT YOU DO

Your responsibilities

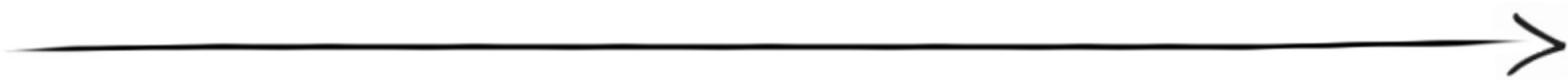
<i>Accounts management</i>	• Support in preparation of financial statements in compliance with Local and IFRS • Primary SPOC for Revenue Audit and Certification, Tax Audit etc. • Ensuring TDS Compliance and timely reporting and filing • Ensure monthly and year end activities are done on a timely basis • Initiate and carry out general ledger account analysis, bank reconciliations etc. • Liaison with Banking, Audit and other external agencies.
<i>Fixed Assets Management</i>	• Set routines for fixed asset tracking and depreciation calculations • Ensure FAR is maintained as per the local statutory laws and as per the group guidelines • Communicate with internal stakeholders for FA related queries • Responsible for FA Audit • Ensure physical verification of fixed assets as per the Companies Act requirements
<i>Finance projects and Online accounting</i>	• Act as the SPOC for finance function in various automation and transformation projects, new business platform, store project launches, etc. • Coordination with Global teams and business partners for communicating finance requirement in structured way to get the right solution delivered. • Drive the finance conversations and communicate clearly the accounting/compliance landscape and keep the project team updated with relevant developments in micro/macro-economic environments.

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Other knowledge and skills...

... that will help you deliver on expectations:

- Strong Analytical ability
- Ambitious and goal driven
- Strong team player
- Being customer centric
- Open minded & willing to learn
- Getting motivated by results and seek business opportunities
- Good with research and presentation
- Capable of thinking strategically, short and long term
- Strong entrepreneurial approach & creative thinker
- You are H&M value ambassador, and you believe in the power of teamwork

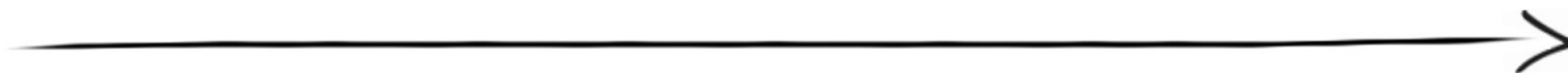


Your **WHAT** combined with your **HOW** = Your contribution to H&M's business success!

ROLE DESCRIPTION: HOW YOU DO IT

ACCOUNTANT

Our Values <i>The spirit that defines our culture and reflects the heart and soul of H&M</i>	Values in action <i>Our values described as behaviours – shared by all H&M colleagues regardless of role</i>	Leadership in action <i>Our Global Leadership Expectations – behaviours shared by all leaders at H&M Group</i>
• We are one team • We believe in people • Entrepreneurial spirit • Constant improvement • Cost conscious • Straight forward and open minded • Keep it simple 	TEAM PLAYER • Being open minded • Communicating clearly • Enjoying teamwork • Being flexible RESULT DRIVEN • Working towards goals • Trying new things • Improving efficiency • Developing yourself BUSINESS MINDED • Focusing on customer value • Taking responsible decisions • Seeking opportunities • Seeing the bigger picture	• You act with trust and integrity • You lead by example • You lead with vision • You drive goals forward • You build your team • You communicate in an inspiring way • You develop others • You develop yourself



OUR VALUES are the starting point for how we act. They form a red thread throughout the competences needed in your role.

ROLE DESCRIPTION: CONTRIBUTION MATRIX

	WHAT YOU DO	&	HOW YOU DO IT
Exceptional	Always delivers beyond expectations (+++)		Is a true role model that engages others in our Values (+++)
High	Delivers on expectations and sometimes goes beyond (++)		Acts in line with our Values (++)
In progress	Most often delivers on expectations (+)		Most often acts in line with our Values (+)
Under	Rarely delivers on expectations (-)		Does not act in line with our Values (-)

The Contribution Matrix is used in the annual Dialogue to support your development. We always assess both dimensions of performance: WHAT you do is as important as HOW you do it!