

ROLE DESCRIPTION:
ACCOUNTANT

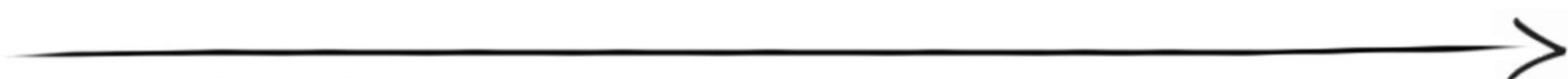


WHAT YOU DO



HOW YOU DO IT

<p>Responsible for monthly and yearly closing, finance projects, online and marketplace accounting.</p> <p>Communicate with auditors and stakeholders internal and external for the responsible work areas.</p> <p>Manage and guide the team according to H&M values and guidelines</p>	<p>By acting in line with our values and our leadership expectations and being a role model, you contribute to H&M's business success.</p> <p>No matter what your role may be at H&M – WHAT you do is as important as HOW you do it.</p>
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*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

<p><i>Accounts management</i></p>	<ul style="list-style-type: none"> • 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.
<p><i>Fixed Assets Management</i></p>	<ul style="list-style-type: none"> • 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
<p><i>Finance projects and Online accounting</i></p>	<ul style="list-style-type: none"> • 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

<p>Our Values</p> <p><i>The spirit that defines our culture and reflects the heart and soul of H&M</i></p>	<p>Values in action</p> <p><i>Our values described as behaviours – shared by all H&M colleagues regardless of role</i></p>	<p>Leadership in action</p> <p><i>Our Global Leadership Expectations – behaviours shared by all leaders at H&M Group</i></p>
<ul style="list-style-type: none"> • We are one team • We believe in people • Entrepreneurial spirit • Constant improvement • Cost conscious • Straight forward and open minded • Keep it simple 	<p>TEAM PLAYER</p> <ul style="list-style-type: none"> • Being open minded • Communicating clearly • Enjoying teamwork • Being flexible <p>RESULT DRIVEN</p> <ul style="list-style-type: none"> • Working towards goals • Trying new things • Improving efficiency • Developing yourself <p>BUSINESS MINDED</p> <ul style="list-style-type: none"> • Focusing on customer value • Taking responsible decisions • Seeking opportunities • Seeing the bigger picture 	<ul style="list-style-type: none"> • 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!