

# ROLE DESCRIPTION:

## ACCOUNTING MANAGER

### WHAT YOU DO & HOW YOU DO IT

<p>Responsible for monthly and yearly closing, online and FA related activities.</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&amp;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&amp;M's business success.</p> <p>No matter what your role may be at H&amp;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:

## ACCOUNTING MANAGER



# WHAT YOU DO

## Your responsibilities

<i>Accounts management</i>	<ul style="list-style-type: none"> <li>Preparation of Financial statements in compliance with Local and Global Accounting standards (IFRS)</li> <li>Primary SPOC for Audits (Statutory + Internal)</li> <li>Ensure end to end management of Accounts Receivables/Payables</li> <li>Revenue Audit and Certification</li> <li>Ensure monthly and year end activities related to AR is done on a timely basis</li> <li>Initiate and carry out general ledger account analysis</li> <li>Initiate bank &amp; credit card reconciliation</li> <li>Oversee gift card analysis and reconciliation</li> <li>Communicate with the bank for the AR management</li> </ul>
<i>Fixed Assets Management</i>	<ul style="list-style-type: none"> <li>Set routines for fixed asset tracking and depreciation calculations</li> <li>Ensure FAR is maintained as per the local statutory laws and as per the group guidelines</li> <li>Communicate with internal stakeholders for FA related queries</li> <li>Responsible for FA Audit</li> <li>Ensure physical verification of fixed assets as per the Companies Act requirements</li> </ul>
<i>Finance projects and Online accounting</i>	<ul style="list-style-type: none"> <li>Lead the finance automation and other projects acting as the Finance POC.</li> <li>Coordination with Global Online team for smooth monthly closing for online</li> <li>Coordination with external auditors and internal stakeholders for smooth functioning of accounting of online operations</li> </ul>
<i>Team Management (Wherever applicable)</i>	<ul style="list-style-type: none"> <li>Ensure staff assessment &amp; development according to performance matrix</li> <li>Carry out and ensure dialogues</li> <li>Guarantee participation in mandatory training</li> <li>Prepare trainees and follows up with their progress</li> </ul>

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## Other knowledge and skills...


*... that will help you deliver on expectations:*

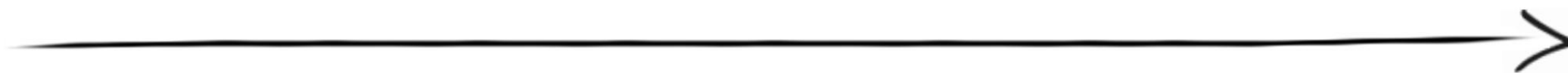
- ☐ Strong Analytical ability
- ☐ Ambitious and goal driven
- ☐ Strong team player
- ☐ Being customer centric
- ☐ Open minded & willing to learn
- ☐ Getting motivated by results and seek business opportunities
- ☐ Good with research and presentation
- ☐ Capable of thinking strategically, short and long 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

## ACCOUNTING MANAGER

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



*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!*