



**Financial Analyst**

## Key Accountabilities

Problem solving and exception handling for both payables and receivables functions. Delivers work following SOPs and guidelines. Perform reconciliation on accounting records. Expected to show initiative in dealing with non-routine queries with manager guidance.



**Senior Financial Analyst**

## Technical Expertise

B.Com or equivalent pre-requisite. Requires computer literacy and foundational creditors/ receivables accounts understanding.



**Functional Lead**

## Skills and Ability

Displays high attention to detail and clear English communication skills both written and verbal. Has working knowledge of SOPs, systems and processes relevant to defined work area.



**Client Lead**

## Experience

Entry point for those with limited accounts experience.



**Senior Client Lead**

## Training Requirements

FA training module.



## Key Accountabilities

As per Financial Analyst, and additional contributions to automation program. Acts as a buddy to develop other team members. Trains and upskills squad FAs.

## Technical Expertise

B.Com or equivalent pre-requisite. Requires advanced level of AP/AR processing and analysis exposure.

## Skills and Ability

High attention to detail and clear English skills. Mastered SOPs and role-models task and values aligned behaviours.

## Experience

Requires track record within area of work with the capability to act as a deputy team leader if required.

## Training Requirements

Train the Trainer.



## Key Accountabilities

Act as a subject matter expert and functional lead for a specific vertical (Payroll, Payables, Receivables or Hypercare). Drive quality initiatives within functional area to maintain process and standard requirements. Supervising output, leading training and driving automation.

## Technical Expertise

B.Com or equivalent pre-requisite. Cross trained across each vertical with deep functional expertise in specific vertical.

## Skills and Ability

Ability to lead huddles, learning sessions and quality reviews. People management skills along with functional skill mastery. Act as SPOC for technical advice within functional area.

## Experience

Displays evidence of specialist skills and can act as a reference point for specific function.

## Training Requirements

Train the Trainer.



## Key Accountabilities

Client management. Leading squad to deliver Client outcomes. Month End Reporting preparation and review. People management and training requirements. Accountable for delivery of squad workflow.

## Technical Expertise

MBA Finance minimum, ideally CA Inter or CA Final. Deep understanding across creditors, receivables, payroll, compliance and month-end accounts. Independent month end review.

## Skills and Ability

Client management demonstrated in customer obsession. Leadership skills including feedback, allocation and reporting. Take end-to-end ownership of client accounts. Team workflow management and delegation. Clear communication with clients.

## Experience

Proven experience in preparation of month end accounts and team management. Experience driving client outcomes.

## Training Requirements

CL Technical Capability Coaching. SPARK leadership development program.



Financial Analyst



Senior Financial Analyst



Functional Lead



Client Lead



Senior Client Lead

## Key Accountabilities

As per Client Lead, with additional training and mentorship of Client Leads and Squads. Providing business insights to clients. Responsible for Month End Reporting quality standards of Squads. Actively participate in Centre of Excellence projects.

## Technical Expertise

As per Client Leads with an additional end-to-end understanding of the complete business cycle. Working knowledge of Quantaco's proprietary products and services.

## Skills and Ability

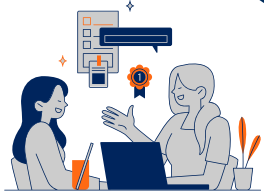
As per Client Lead, with addition of providing business solutions and decision-making to resolve complex client issues.

## Experience

Senior experience leading month-end processes independently and deep experience in team management. Minimum 3-week on-site exposure to key clients.

## Training Requirements

CL Technical Capability Coaching. SPARK leadership development program.



**Hypercare  
Team**

## Key Accountabilities

As per Senior Financial Analyst, specifically within the Onboarding and Hypercare phase for Clients. Ensure smooth transition of the client into Quantaco and handover to BAU.

## Technical Expertise

B.Com or equivalent pre-requisite. Fully cross trained across AP/AR/Payroll and analysis exposure.

## Skills and Ability

High attention to detail and clear English skills. Proven time management skills and sense of urgency. Mastered SOPs and role-models task and values aligned behaviours.

## Experience

Experience with Onboarding clients and Hypercare requirements. Requires track record within area of work with the capability to act as a deputy team leader if required.

## Training Requirements

Train the Trainer.



## Key Accountabilities

Provision of accurate monthly and year end compliance outcomes for clients. providing compliance solutions to clients.

## Technical Expertise

Technically sound in the preparation and review of financial statements and tax returns for various entities. Australian taxation knowledge.

## Skills and Ability

Preparation of annual financial statements and tax returns for a range of clients. Preparation and review of statutory filing such as FBT, GST, BAS, IAS and payroll tax.

## Experience

Experience in the completion of compliance activities including month end and year end accounts and compliance.

## Training Requirements

Technical skill certification.





## Key Accountabilities

Responsible for management and leadership support across Quantaco Hyderabad team. Providing SME direction in functional area, currently across Training, Quality and Workflow management. Contribute to delivery of strategic objectives for Quantaco Hyderabad.

## Technical Expertise

Subject Matter expert in one core functional management area (current areas are Training, Quality and Workflow). Experience in designing and implementing specialist solutions within function.

## Skills and Ability

Self-motivated and high degree of personal accountability. Inclusive communication and the ability to influence. Role models leadership behaviours.

## Experience

Experience as a team leader or manager within a specialist area, such as: Training experience with both technical and behavioural training design and delivery. Internal audit or quality analysis experience, ideally in accounting or professional services. Workflow and capacity management, with exposure to workflow management tools.

## Training Requirements

Technical skill certification. Leadership certification.