

## **Designation: Deputy General Manager (Finance, Accounts and Audit)**

### **A) Desired Candidate Profile:**

- Minimum 10 years of experience in managing Finance and Account Department of Private/Public Sector / Semi Government organization
- Must be well versed with Finance & Accounts streams, Financial planning & Budgeting procedures and practices
- Should be able to manage a team, implement budgetary systems and budget controlling

### **B) Educational Qualifications:**

- Masters: First Class M. Com / M.B.A. (Finance) from a recognized University / Institution; or CA
- Online M.B.A or M. Com degrees will not be accepted.

### **C) Key Roles and Responsibilities:**

- Assist in Development of Various policy documents/guidelines/manuals like procurement manual etc.
- Assist in formulating procurement plans
- Assist and provide guidelines in developing DPR, RFP, Contract document and service level agreements
- Monitor Budgets and variances, review fund utilization and provide inputs for better cash flow management
- Overall supervision of the company's day to day functioning of the Accounts and Finance functions including MIS, Audit, Taxation, Corporate affairs, etc. in compliance with the Indian Accounting Standards
- Provide guidance to project teams on long-term financial viability and sustainability of organisation and projects
- Assist in financial evaluations of external agency proposals related to implementation of various initiative and projects
- Manage Company Finances including the Banking function & Company accounting including costing
- Initiate and guide the preparation of forecasts of company revenue, working capital, expenditure and return on investments
- Overseeing the process, monitoring and approval of all Payables and Receivables
- Responsible for preparation of Quarterly / half yearly and Annual Accounts and Finalization of Accounts of the Company
- Developing and implementation of suitable internal control systems in the department
- Compliance with all statutory Matters, including Income tax, GST, Transfer pricing issues etc
- Oversee and interface the Completion of the Internal and External Audit as per the Audit programs

### **D) Soft Skills:**

- Motivate personnel to meet company goals.
- Excellent listening, negotiation and presentation skills
- Excellent verbal and written communications skills

### **E) Age Limit: Not more than 40 Years**

### **F) Remuneration: INR 145000/- P.M. (Cost to Company basis)**