

Job Description

Chief Finance Officer

| # | Parameter | Designation |
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| 1 | Name of Position | Chief Finance Officer |
| 2 | Reports to | Chief Executive Officer |
| 3 | Location | Pune |
| 4 | Tenure | Full Time, on Contractual/Deputation basis (11 months), Extendable to one year based on performance |
| 5 | Target Profile | <ul style="list-style-type: none"> • Strong understanding of working with central/state/local governments in India. • Thorough knowledge of Indian Companies Act, 2013 and its rules and regulations • Thorough knowledge of GAAP and Indian accounting standards • Awareness of all statutory compliance as applicable • Primary responsibility for managing the company's finances, including financial planning, management of financial risks, record-keeping, and financial reporting • Budget management, cost benefit analysis and forecasting needs of the company • Ability to analyse and produce financial and business reports with great insights. |
| 6 | Responsibilities | <ul style="list-style-type: none"> • Direct and oversee all aspects of the Finance & Accounting functions of the organization • Establish and monitor financial and accounting policies, procedures and controls • Support effective decision making by providing timely updates to the board members on strategic aspects • Prepare financial long term and short term strategy • Oversee the preparation of yearly accounts (profit and loss statement and balance sheet) in line with statutory requirements and internal corporate guidelines • Drive the review and analysis of various financial statements (Balance sheet and income statement) on periodic basis and provide insights on key ratios • Build internal controls to ensure efficient working capital management and cash conversion cycle • Oversee the development of Standard Operating Procedures on taxation related matters and design of systems and processes to ensure efficiency in tax planning • Undertake periodic tax planning exercises and, carry out timely and comprehensive analysis of any changes in the tax framework to ensure tax optimization for the organization • Guide business teams in framing contractual terms and conditions so as to minimize financial risks arising out of a contractual obligation • Ensure healthy liquidity and financial sustainability of the |

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| | | <p>organization</p> <ul style="list-style-type: none"> • Oversee the preparation and execution of product costing and cost control measures • Drive Corporate Governance norms and ensure transparency in all processes • Supervise adherence to statutory compliances and oversee timely and accurate preparation/ documentation/maintenance of all books of accounts reports, revenue contracts, invoices etc. • Liaise with external legal experts/counsels, where required to provide guidance and advice • Manage processes for financial forecasting, budgets and consolidation and reporting to the Company Board • Manage cash flow position throughout the company • Manage Group Relationship with Banks/Financing Institutions and Financial intermediaries, Auditors and other Service providers. • Financial concurrence of new projects and expansion plan, Project Capex, Turnkey Contracts • Coordination with project team, project financial projections, progress reports & periodic evolution • Preparing the Company for fund raising through various options such as Debt, Equity and Project Finance. • Developing and implementation for business MIS • Pre audit of tender cases of smart city • Pre audit of bills of contractors of smart city • CEO have the authority to add/delete roles & responsibility of CFO |
| 7 | Eligibility Age | <ul style="list-style-type: none"> • The incumbent should be an adult not more than 65 year age |
| 8 | Qualification & Experience | <p>Essential Qualification & Experience</p> <ul style="list-style-type: none"> • The candidate should be CA or ICWA professional qualification. • The candidate to have at least 7 years of experience in the finance function two (2) years of experience at CFO or on level below CFO level <p>Desirable Qualification & Experience</p> <ul style="list-style-type: none"> • Should have worked in infrastructure sector for minimum of 5 years in a responsible capacity. • Should have experience in partnering with and executive team, and have a high level of written/verbal communication skills. • Fluency in Local Language. |
| 9 | Salary | Rs 1,00,000 to Rs 1,50,000 depending on the basis of relevant qualification & Experience. |