



## *Requires*

### **Chief Financial Officer (CFO)**

IIMA is a body corporate under the IIM Act, 2017. It is exempted from tax u/s 10(23C)(vi) of the Income Tax Act, 1961 as an educational Institute; and is an Institute of National Eminence u/s 80G(2)(a)(iiif) of Income Tax Act, 1961

#### **The Role:**

CFO will head the Accounts, finance, treasury, cash and tax management. The selected candidate will provide overall strategic leadership and play a key role in sustaining and improving the financial management capability of IIMA, with the priority objective of supporting governance mechanism of the organization

#### **Relationship:**

- The position will report to the Director. He will also be the Secretary to the Finance & to the Audit Committees of the Board
- External Relationships will include effective relationships with banks, investment advisors, tax consultants, auditors, CAG, tax authorities, relevant Central and State Govt departments, local authorities, etc.
- Internal stakeholders include the Director, Deans, Chief Administrative Officer and operating departments

#### **Key Responsibilities**

##### **Strategic**

- Preparation of long-term financial plans, budgets, cash flow management, tax planning etc. conforming to the institute's vision, policies and procedures
- Manage corporate governance process and drive enterprise risk management process
- Business Case evaluation for new projects
- Planning and monitoring Capex, Revenue expenditure and fund management
- Presenting Annual Accounts and Budgets for approval to Finance Committee and Board as required
- Presenting audit reports and control mechanisms to the Audit Committee

## **Operations**

- Ensure accounts are maintained in accordance with generally accepted accounting and auditing standards
- Ensure timely finalization of Financial Statements and associated reports as per accounting standards and various statutes
- Ensure timely completion of statutory audit, internal audit, cost audit, CAG audit etc.
- Ensure timeline and propriety of claim settlement, payments, reimbursements etc.
- Establish prudent practices to ensure financial propriety
- Monitoring, reporting and forecasting financials viz revenue, surplus, BEP, etc. by analyzing budget assumptions v/s actual trends for discussions with Finance Committee / the Board and to take timely corrective actions/ plans to achieve the objectives.
- Ensure timely and robust MIS to the management with suggestive comments on operations and cost optimization for achieving budgeted parameters and releasing alerts and exception reporting, thereby enabling appropriate and timely decision making.
- Improvements in financial and business controls including COSO compliance etc. as applicable
- Developing knowledge and skills of the department; focus on improving performance through effective team/ program management, training and development; and help build an environment that continues to promote and reward excellence both at individual and team levels
- Overall responsible for the functioning of SAP in the department by guiding the team for timely resolution of SAP incidents, change requests and new requirements.
- Sustain and improve the SAP system within the department.

## **Compliances**

- Understand ever evolving expectations and requirements of internal and external auditors and Ministry of Education and based on the same, facilitate development and implementation of a robust information management system to cater to all data needs
- Manage and oversee statutory compliance and audit and ensure the timely and accurate filings of all the required statutory and tax reporting

## **Requirements**

### ***Education***

- Candidates must be a Chartered Accountant (CA). Additionally, MBA in Finance from a reputed Institute will be a preferred qualification.

### ***Functional knowledge / skills / experience***

- Robust experience of at least 20 years in Accounts, Finance & Controllers functions
- Currently active in a senior or similar financial management position at a reputed organization with single or multiple businesses
- Experience in dealing with tight month end reporting deadlines
- Knowledge of new developments in statutory compliance/ new Accounting Standards
- Knowledge of Indian Accounting Standards
- Comprehensive knowledge of SAP and other financial IT systems
- Equal level of comfort and expertise in dealing with both business and people matters
- Strong analytical skills; and innovative and collaborative approach to foster conducive and harmonious relations with all stakeholders

- Excellent oral and written communication and presentation skills
- Proven ability to transfer knowledge and motivate team members

***Personality***

- High energy level, passion, commitment, professional approach for handling accounting, tax, audit related issues and matters
- Global mindset and high standard of business ethics and personal integrity
- Positive attitude and a solution-driven approach
- Ability to excel under tremendous pressure, tough deadlines and challenging internal & external environment
- Adaptability to different work cultures and management styles
- A mindset to learn and to get involved deeply in work

**Age:** Maximum 55 years as on the last date of application.

**Salary & Allowances:** Selected candidate will be offered the appointment on Tenure Based Scaled Contract for fixed-term of three years, which may be extended for further period as required. Based on the experience and qualification, the selected candidate will be placed in Pay Level 13A/14 under the pay matrix of 7<sup>th</sup> Central Pay Commission. Beside the salary as per the 7<sup>th</sup> CPC, the Institute offers other benefits which are at par with the permanent employees. Salary will not be a constraint for the deserving candidate and will be commensurate with the candidate's profile and experience.

Interested candidates are advised to **APPLY ONLINE** latest by **January 4, 2023**.

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