

	<p align="center">JOB DESCRIPTION</p>
<p>Job Title</p>	<p>Chief Accounts & Finance Officer</p>
<p>Reports to</p>	<p>Director</p>
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Proficient in the use of MS Office and financial management software (e.g. Tally). • In depth knowledge of corporate financial law and risk management practices. • Excellent knowledge of data analysis and forecasting methods. • Ensure cash flow is appropriate for the organization’s operations. • Control and evaluate the organization’s fundraising plans and capital structure. • Monitors the day to day financial activities as per the SOP. • Drive the company’s financial and strategic planning. • Perform risk management by analyzing the organization’s liabilities and investments. • Decide on investment strategies by considering cash and liquidity risks. • Supervise all finance personnel. • Identify the training needs of the subordinate and supporting personnel as per change in requirement. • Manage vendor relationships. • Prepare reliable current and forecasting reports. • Set up and oversee the institute’s finance IT system. • Ensure compliance with the law and institute’s policies • Possess ability to strategize and solve problems with an analytical mind. • Possess leadership and organizational skills. • Any other work as assigned by the reporting authority / Deputy Director / Director / Management from time to time. 	
<p>Qualifications:</p> <ul style="list-style-type: none"> • CA, ICWA 	

Registrar

Director