

	<b>JOB DESCRIPTION</b>
<b>Prepared by: Registrar</b> <b>Date:</b>	<b>Approved by Director</b> <b>Date: 15/12/2021</b>
<b>Job Title</b>	Chief Finance Officer
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Proficient in the use of MS Office and financial management software (e.g. Tally).</li> <li>• In depth knowledge of corporate financial law and risk management practices.</li> <li>• Excellent knowledge of data analysis and forecasting methods.</li> <li>• Ensure cash flow is appropriate for the organization’s operations.</li> <li>• Control and evaluate the organization’s fundraising plans and capital structure.</li> <li>• Monitors the day to day financial activities as per the SOP.</li> <li>• Drive the company’s financial and strategic planning.</li> <li>• Perform risk management by analyzing the organization’s liabilities and investments.</li> <li>• Decide on investment strategies by considering cash and liquidity risks.</li> <li>• Supervise all finance personnel.</li> <li>• Identify the training needs of the subordinate and supporting personnel as per change in requirement.</li> <li>• Manage vendor relationships.</li> <li>• Prepare reliable current and forecasting reports.</li> <li>• Set up and oversee the institute’s finance IT system.</li> <li>• Ensure compliance with the law and institute’s policies</li> <li>• Possess ability to strategize and solve problems with an analytical mind.</li> <li>• Possess leadership and organizational skills.</li> <li>• Any other work as assigned by the reporting authority / Deputy Director / Director / Management from time to time.</li> </ul>	
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Master of Commerce &amp; preferably Chartered Accountant ,</li> </ul>	