



Job Posting

Job Title: Director – Finance

Location: B-29, Qutub Institutional Area, New Delhi – 110016

General Description

This is a key management position requiring the services of a competent person responsible for overseeing finance and accounting activities of the Society. He/she will provide organisational leadership related to all financial transactions and will supervise the compilation and preparation of financial statements and reports, and effectively manage the budget, expenses and revenue of the Society.

Specific Duties

- Overseeing all accounts, ledgers, and reporting systems ensuring compliance with appropriate standards and regulatory requirements;
- Ensure efficient processes, cash management and control of expenses;
- Maintaining internal control for receipt of revenue, costs, and programme budgets and actual expenditures;
- Coordinating audit and working with statutory auditors, internal auditors, banks, legal counsels and government departments, as required.
- Consistently analyzing financial data and presenting financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress, changes and keep senior leadership abreast of the financial status;
- Assisting leadership in the annual budgeting and planning process; administering and reviewing all financial plans and actual results;
- Overseeing all financial, project/programme and grants accounting; ensuring that expenditures are consistently aligned with grant and programme budgets;
- Ensure proper tax planning and compliance with tax regulations.
- Ensure compliance of regulations in remuneration of personnel including PF, ESI, etc.
- Establish accounting policies and procedures, wherever required.
- Ensure compliance with financial regulations and standards as applicable.

Qualification, Experience and Skills

- Minimum Qualification is CA or M Com and CA Intermediate pass with more than ten years work experience;
- Experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting;
- Experience in compliance and reporting of government and non-profit/ society;
- Have held senior position in finance for few years;
- Knowledge of FCRA administration;
- Strong command of English and Hindi; and
- Technical and functional expertise in finance

Organisational and personal competences

- Excellent oral and written communication skills;
- Team oriented and experience in dealing with people at all levels of an organisation;
- Able to work analytically and strategically;
- Ability to manage complex and stressful situations often involving multiple stakeholders;
- Keen sense of confidentiality; and

- Integrity, diplomacy and discretion.

To apply for this role

- Send your CV together with copies of certificates and a formal letter of application outlining your suitability to ioa@olympic.ind.in, no later than 5.00pm on Wednesday 20th January 2019;
- Provide name and contacts of two references; and
- Outline your current notice period.

**Only Candidates drawing a salary of less than INR 12 lakhs PA may apply*

Selection Process

Selection will be through interview only. A preliminary screening of the applications will be carried out for making, if necessary, a short-list of eligible candidates to be called for the interview and will be required to produce original documents authenticating the information submitted in their application. The date of interview will be advised to the short-listed candidates in due course.

