

**FINANCE OFFICER**

**JOB DESCRIPTION**

**Educational Qualification:**

CA

**Experience:**

10 plus years of Extensive financial and budget management experience.

Experience in a University or educational Institution is preferred.

**Reports to:** The Pro-Chancellor of the University

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Promotes the financial well-being of the University by providing budget management, monitoring appropriate investments of temporary cash balances, exercising executive control over University budgets, and safeguarding all financial assets of the University.
2. Recommends to the Management and members of the Board of Governors on issues relating to the financial status of the University by serving as a member of the Pro Chancellor's Administrative Office, preparing financial information at Board of Governors meetings, and preparing reports, recommendations, findings, and other correspondence as required.
3. Helps to ensure achievement of the goals and objectives of the University by overseeing the preparation of an annual appropriations and overseeing the preparation of an internal budget using budget models to project future revenue and following well established policies for expenditures.
4. Facilitates an effective working relationship with state officials by ensuring University compliance with state fiscal policies, finance and accounting procedures, maintaining open channels of communication with appropriate state officials, facilitating an exchange of information on these subjects, and implementing all relevant state policies regarding fiscal operations.
5. Ensures compliance with professional accounting standards, rules, regulations, and laws by directing, supervising, and facilitating the preparation and maintenance of required and appropriate financial records, monthly and annual financial reports, and all other financial reporting as may be required by Central, state, local agencies, or established accounting standards.
6. Facilitates the governance of the University by providing financial information to the Management and implementing the Board's decisions through the establishment of policies, procedures, and guidelines.
7. Prevents University liability in financial operations by facilitating the access of the independent auditors to requested records during the conduct of the University's annual audit.
8. Ensures that Financial Services has the resources necessary to provide financial information to support the academic program, such as preparation of financial reports and the development of incentive funding and cost recovery models that support innovation and growth.

10. Ensures efficient and effective operations of the procurement function, risk management, financial, insurance analysis and transactions.
11. Overseeing the preparation and implementation of the annual budget for Financial Services.
12. Remains competent and current by reading professional journals and literature, developing professional contacts with Peers.
14. Ensures that miscellaneous assignments related to Financial Services are completed in the best interests of the University by accepting and accomplishing all other tasks assigned by the Management.
15. Work experience in ERP systems is necessary
16. Preparation & Maintenance of accounting books, records and documents
17. Liaising with Statutory auditors & internal auditors
18. Internal controls and compliance requirements with all laws
19. Budgeting, MIS & relevant financial analysis
20. Monitoring expenditure, appropriations and overruns
21. Cash flow & treasury management
22. Policies & procedures including projects, procurements
23. Understanding of GST & TDS laws
24. Knowledge in FCRA compliances is important

**Skills:**

Strong leadership and strategic planning abilities.

PowerPoint and MS Excel skills.

The ability to project a strong positive image of the University through interaction with all constituencies conducting business with the University.

Excellent analytical and Problem-solving skills.

Ability to organize and manage complex finance and accounting activities.

Hands on experience in using financial management software which are commonly used in higher education.

Excellent written, verbal, communication and presentation skills are required.

Demonstrated experience promoting a diverse workforce is preferred.

A successful track record of innovation is preferred.

Maintain high level of integrity and Confidentiality.