

## JOB DESCRIPTION

<b>Designation:</b>	<i>Director/ Dy Director/ Assistant Director</i>	<b>Level:</b>	Senior Management
<b>Department:</b>	Finance & Accounts IJPM	<b>Location:</b>	Navi Mumbai
<b>Reporting:</b>	CFO	<b>Direct Reportees:</b>	

<b>Required Profile:</b>	
Educational Qualification	CA in any discipline
Experience	12 – 15 years of experience
Industry to be hired from	Preferably Real Estate, Construction and Infrastructure Industry
Salary Budget	Not constrain for right candidate

### Key Accountabilities

- Responsible for leading the Finance & Accounts function for the company and running a small and highly capable team.
- Closing of Books of Accounts
- Annual Operating plan development and tracking of monthly performance against the plans. Doing the tracking effectively by using analytics dashboards.
- Leading and helping as applicable with all fund raising efforts, control and meet funds flow targets, setting up of data room, building the financial model in partnership with the analytics team.
- Liaise and complete the compliance requirement of funding agencies/institutions/banks
- Responsible for setting up monthly MIS for Management and timely closure of submissions, clearing queries.
- Setting up robust Business performance management framework with a set of clear dashboards that track ongoing business, new initiatives. Running the monthly operational performance management meetings with the CFO/ ED.
- Helping oversee revenue and Gross Margin management function for the company in collaboration with business and operations teams. Keeping a close track on performance against plan for net margins and operating efficiency.
- Helping evaluate new business proposals, new investments in business initiatives, working with the project teams in shaping the plans as they are implemented.
- Helping with Financial reporting that the company has to do on a periodic basis.
- Do proactive cost management; set up processes for commercial management of all key contracts and work on ways to reduce the level of recurring costs for the company.
- Supporting in the audit and due diligence processes of the company.
- Supporting the CFO/ ED in their Annual operating Plans

<b>Required Functional Knowledge:</b>	<b>Required Competencies:</b>
<ul style="list-style-type: none"> <li>• Good Commercial Sense</li> <li>• Project Planning</li> <li>• Project Accounting</li> <li>• Confident enough to deal with Senior Management</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Strategic and analytical skills.</li> <li>• Adaptability</li> <li>• critical thinker and problem-solving skills</li> <li>• Leadership Skills</li> <li>• Problem Solving approach</li> </ul>

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