

### **Job Description Details**

**A. Post Code:** ADC/2018/F&A/ 01

1. **Name of the Post:** Chief Financial Officer
2. **No of Posts:** 01
3. **Qualification:** CA/ICWA or equivalent
4. **Experience:** Minimum 10 years of experience in budgeting corporate planning, Financial Management, accounting procurement and contracting, Auditing, Taxation, Fund Management, Management Accounting & MIS in companies and corporations.
5. **Desired Experience:** Excellent Communication & presentation skills. Professional in Computer applications and implementation of computerization program in financial/accounting/store/personal management is desirable.
6. **Selection Procedure:** Selection would be based on interview only
7. **Functional Responsibility**
  - a. **Managerial**
    - i. To effectively manage the finance and accounts functions with proper systems and controls
    - ii. To establish system and procedure that will bring positive results
    - iii. To ensure random checks carried to monitor the functioning system
    - iv. To obtain feedback and take corrective measures for improvement in the system and procedures
    - v. To effectively manage the company affairs and related legal matters
    - vi. To create proper environment for development and upgradation of skill in managing the company affairs
    - vii. to ensure proper intra group, intra departmental and inter organizational working relations

- viii. to implement systems and procedures for consistency and quality in working

**b. Functional**

- i. Overall in charge for developing, maintaining financial and accounting policies and procedures
- ii. Corporate fund planning and financial management
- iii. Developing proper systems and control.
- iv. Statutory compliance in finance function
- v. Advising in material procurement/works contract
- vi. Coordination and interaction with functionaries as well as with other outside agencies concerned in the best interest of the organization
- vii. Formulating good systems and procedures for smooth and effective management of company affairs
- viii. Ensuring statutory compliance with company law and various other legislation
- ix. Ensuring effective training and development to update and upgrade skills of officers and staff.
- x. Building quality knowledge base on all legal matters with special emphasis on company law
- xi. Maintaining cordial and healthy work culture with positive outlook facilitating organizational growth and excellence
- xii. Manage and oversee the daily operations of the accounting department including:
  - 1. treasury, budgeting; cash forecasting; revenue and expenditure variance analysis; capital assets reconciliations; fixed asset activity; Arrange for debt/equity funding activity; Statutory compliances; MIS; accounts payable/receivable; payroll and utilities

2. Monitor and analyze accounting data and finalize financial reports and statements.
  3. Coordinate and complete annual audits within time line
- xiii. Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
- xiv. any other function as entrusted by the Chairperson & Managing Director

**B. Post Code: ADC/2018/F&A/ 02**

1. **Name of the Post: Manager** (Finance & Accounting)
2. **No of Posts: 02**
3. **Qualification:** B.Com. and accounting designation (CPA, CA, CMA, CGA) or Equivalent
4. **Experience:** Minimum 5 years of experience in budgeting corporate planning, Financial Management, accounting procurement and contracting, Auditing, Taxation, Fund Management, Management Accounting & MIS in companies and corporations.
5. **Desired Experience:** Excellent Communication & presentation skills. Professional in Computer applications and implementation of computerization program in financial/accounting/store/personal management is desirable.
6. **Selection Procedure:** Selection would be based on interview only
7. **Functional Responsibility**
  - a. **Managerial**
    - i. To effectively manage the finance and accounts functions with proper systems and controls
    - ii. To establish system and procedure that will bring positive results
    - iii. To effectively manage the company affairs and related legal matters

- iv. To create proper environment for development and upgradation of skill in managing the company affairs
- v. to ensure proper intra group, intra departmental and inter organizational working relations
- vi. to implement systems and procedures for consistency and quality in working

**b. Functional**

- i. Corporate fund planning and financial management
- ii. Developing proper systems and control.
- iii. Statutory compliance in finance function
- iv. Coordination and interaction with functionaries as well as with other outside agencies concerned in the best interest of the organization
- v. Ensuring statutory compliance with company law and various other legislation
- vi. Ensuring effective training and development to update and upgrade skills of officers and staff.
- vii. Building quality knowledge base on all legal matters with special emphasis on company law
- viii. Maintaining cordial and healthy work culture with positive outlook facilitating organizational growth and excellence
- ix. Manage and oversee the daily operations of the accounting department including:
  - 1. treasury, budgeting; cash forecasting; revenue and expenditure variance analysis; capital assets reconciliations; fixed asset activity; Arrange for debt/equity funding activity; Statutory compliances; MIS; accounts payable/receivable; payroll and utilities

2. Monitor and analyze accounting data and finalize financial reports and statements.
  3. Coordinate and complete annual audits within time line
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- x. Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
  - xi. any other function as entrusted by the Chairperson & Managing Director

Notes:

(i) Interested candidates are requested to submit their resume / CVs by mentioning the post code and job title to the email id [recruitment.adcl@gmail.com](mailto:recruitment.adcl@gmail.com) by March 08, 2018 (17:30 Hrs).

(ii) All the positions are based at Vijayawada/ Amaravati.

(iii) Applications through posts and physical submission will not be accepted.