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JOB TITLE: General Manager - [Finance & Accounts] — **POSITION CODE:** FA-06

NO. OF POSITIONS: 01 [One] — **LEVEL:** E7

CATEGORY : Unreserved (UR) — **REPORTS TO:** Director [Finance]

SCALE OF PAY: E-7, Basic Pay of Rs. 1,00,000/- plus perks@ 35% and HRA@27% and dearness allowances @49.6%** as applicable. [CTC approx. Rs.25,39,200/- per annum initially]

Additionally Group Medical Insurance, Group Personal Accident & Group Term Life Insurance as per the Company's rules. EPF and Gratuity payable as per the respective acts and statutory norms.

JOB DESCRIPTION: General Manager [Finance & Accounts] is a Senior Level position requiring strong leadership responsible for providing strategic leadership and direction in all aspects of financial management within the organization and to assure that BIRAC's finances are managed at the highest quality.

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KEY RESPONSIBILITIES:

Systems Development:

- financial management system compliant to PFMS and in line with Government of India rules and Accounting Standards.

Budget Planning:

- Work with the senior management to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements.
- Lead budget development exercise, secure approval from senior management team and BIRAC Board.
- Authorize expense and keep a tab on expenditures as per budget.
- Ensure that expenses are incurred on a timely basis following due diligence.
- Track budgets and ensure steady expenditure.

Funds Management:

- Ensure that funds received from DBT or other sources are deposited in appropriate heads of accounts.
- Ensure that funds are properly utilized and accounted for as per accounting policies and procedures.
- PFMS & Financial Management

Internal Control:

- Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee awards and programs.
- Ensure adequate controls are installed and that substantiating documentation is approved and available

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QUALIFICATION: CA

EXPERIENCE: MINIMUM 19 years of post-qualification experience with Minimum Five (05) years of experience as Chief Manager / DGM in an organization.

Experience in Govt. Grant Management is desirable.

AGE LIMIT: Maximum 50 years as on Date of Closing of Application.

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such that all purchases may pass independent and governmental audits. ▪ Oversee the maintenance of the inventory of all fixed assets, including assets purchased with government funds (computers, etc.) assuring all are in accordance with regulations. **Audit:** ▪ Oversee the production of monthly reports including reconciliations with funders and pension plan requirements, as well as financial statements and cash flow projections for use by Executive management, as well as the Audit/Finance Committee and Board of Directors. **Leadership:** ▪ Develop and nurture relationship with auditors, board of directors, and financial institutions. ▪ Actively participate and take leadership in Organization wide initiatives. ▪ Reward both individual and team performance appropriately as per prescribed norms Assist in performing all tasks necessary to achieve the organization's mission and help execute staff succession and growth plans. **General:** ▪ Participate in developing new business, specifically, drafting of prospective programmatic budgets, and determining cost effectiveness of prospective service delivery. ▪ Lead staff on the Audit/Finance Committee. ▪ Monitor banking activities of the organization. ▪ Ensure adequate cash flow to meet the organization's needs. ▪ Stays at the forefront of emerging financial issues and developments. ▪ Oversees the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets. ▪ Trains the Finance Unit and other staff on raising awareness and knowledge of financial management matters.	

**IDA (Industrial Dearness Allowance) as applicable on 1st January of every year.