

Job Description



TITLE: Sr VP / VP – Accounts & Finance

DEPARTMENT: FINANCE

POSITION LEVEL: Senior Management (M3)

Title	<i>The name by which you would address this role</i>	
	Sr VP / VP – Accounts & Finance	
Function	<i>This role belongs to which function</i>	
	FINANCE	
Industry	<i>Industries from where the expected candidate could come from</i>	
	Real Estate Development companies.	
Based at	<i>This defines the business location</i>	
	HQ	
Location	<i>This defines the geographical location</i>	
	Chennai	
Reports to	<i>The roles to which this position would report to</i>	
	Dual reporting – for Accounts & Controllership, would report to CEO – Development company and for Fund Raising, would report CEO – Fund company	
Reportees	<i>The roles that would be reporting to this position</i>	
	Entire Accounting team at the Development company.	
Purpose of the Role	<i>Defines the reason why the job exists in the organization. There needs to be connectivity between the purpose, various activities and the end result.</i>	
	To drive financial strategies, budgeting & financial planning by being responsible for the overall accounting function	
Critical Success Factors	<i>Critical Success Factors are key factors, the successful achievement of which indicates the success of the position holder / position. It measures the success of the job. It is an output effectiveness measurement factor. DELIVERABLES expected from job.</i>	
	1	Error free Accounting Management
	2	Efficiently managing cash-flow for smooth flow of business
	3	Maintain company's financial health and increase profitability in the long run
	4	On time Tax and other statutory compliances
	5	Real-time data to be readily available always for review – Financial MIS
	6	Relationship management with Banking partners
	7	Preparation of projections and write-up on Projects efficiently for achieving required results.
	8	Preparation/review of annual budgets, monthly analysis and quarterly operating reviews

	9	Developing systems, processes and policies related to funds utilization, cost control, cash handling etc
	10	Smooth conduct of internal / external audits
	11	Fund Mobilization and monitoring fund requirement. Achieving the best credit rating possible at a shorter span of time
Key Result Areas	<i>To enable to achieve the above Critical Success Factors which are the major action areas to be focused</i>	
	1	BUDGETING
	2	ACCOUNTING
	3	CONTROLLING
	4	COMPLIANCES
	5	MANAGEMENT ACCOUNTING
	6	FINANCIAL ANALYTICS / FINANCIAL MODELING
	7	BANKING RELATIONSHIPS
	8	FUND RAISING
	9	CREDIT RATING
Responsibilities	<i>Following are the activities the role holder is expected to perform</i>	
	1	The incumbent, in line with the business plan, would forecast the income and exigencies in consultation with all stake holders and would draw an efficient budgetary plan to achieve a surplus budget.
	2	The incumbent would monitor and manage the entire Accounting activities including maintenance of ledgers and generation of related reports periodically and making it readily available for the management to take appropriate decisions.
	3	The incumbent would establish a fool-proof internal control system and excellent financial discipline over the accounting and financial procedures and efficiently manage receivables and payables for a smooth functioning of the business.
	4	The incumbent would make sure that there is zero non-compliance in the areas of Direct & Indirect taxes and all the statutory requirements if any.
	5	The incumbent would be responsible for the entire Management Accounting process by gathering, analyzing all available data and arrive at concrete inputs for the management to take appropriate decisions for the growth of the business.
	6	The incumbent will be responsible for finalization of Accounts, Audit, Direct taxes, Statutory Compliances, Budgeting & Cost control, Balance sheets, Service Tax Assessments.
	7	Analyze the financial details of past, present and expected operations to project future revenue and expenses. Drive cost reduction and efficiency improvement across the organization.
	8	Provide financial information for business needs, as and when required in formats defined for management discussions and decision making processes.
	9	The incumbent should be able to forge new relationships and enhance existing relationships with the lenders/bankers. The candidate is expected to develop a healthy working relationship with all the different lending institutions to ensure adequate financing options for the various real estate projects of the Group

	10	The incumbent would be responsible for raising fund (Terms loans, Working Capital loan etc.) from banks / NBFCs or other financial institutions for the projects being developed by the Group	
Requirements	<i>Following are the standards (Professional / Personal) the role holder requires to fulfill as per the policy of the organization</i>		
	Age	40 - 50	
	Language Proficiency	Must have – English / Tamil / Hindi	
		Nice to have – Telugu / any other Languages	
	Expected Capabilities	Demonstrated capability in managing Accounting and Controllership with a Real Estate (Residential) Development company with a topline of around 200 crores per annum	
		Demonstrated capability in Financial Analytics and Financial Modeling	
		Demonstrated capability in building professional relationship with Banks & Financial institutions for positive results	
		An emotionally seasoned individual who could carry the team along in fulfilling the business needs	
		Ability to manage pressure with a very positive outlook and bring out newer solutions to address surprising scenarios.	
		Provide financial advice – Analyze financial performance, financial health of the company, margins, costs etc and advise management on corrective actions required	
		Leadership skills, Good communication and presentations skills with solid analytical and decision making skills	
		Demonstrated capability in achieving the optimum Credit Rating	
Demonstrated capability in achieving as an Independent contributor in the area of Fund raising. Demonstrated capability in raising low cost fund at a shorter span of time.			
Qualification	Graduation:	Any Graduation	
	Post-Graduation:	Not a must	
	Professional	CA	
Experience	(in years)	Around 20 years of post-qualification experience.	