

## **Job Specifications**

**Position Title:** Chief Manager (Finance)

**Location:** Bhopal

**Duration of Appointment:** The selected candidate shall be initially offered 3 months' probation which may be extended subject to need.

**Organization / Program Information:** CARD, a leading NGO of Central India to coordinate its CSR project aiming at integrated holistic development and strengthening community institutions (SHGs & federations) in selected village clusters in Districts of Punjab, Maharashtra, Uttar Pradesh and Madhya Pradesh.

**Job description:** The Chief Manager will be responsible for overall Finance Management of the project and assisting Finance Department in all aspects of budget and fund management. S/he has to coordinate with the finance department for financial reporting with NGO's management.

### ***Key Responsibilities:***

- Supervise all finance personnel
- Driving the organisation's financial planning
- Performing risk management by analysing the organization's liabilities and investments
- Planning on investment strategies by considering cash and liquidity risks of the organization for a sustainable financial growth
- Control and evaluate the organization's fundraising plans and capital structure
- Ensure cash flow is appropriate for the organization's operations
- S/he be accountable for timely accomplishment of responsibilities with respect to the organizational requirements and work plan.
- S/he will provide regular updates and reports on progress in areas or responsibility to the senior management.
- S/he is required to perform any other task assigned by the senior management.
- Travel as and when needed.

### ***Qualification & Experience:***

- Must be M.Com with CA/CWA/CS (one group qualify)
- At least 8 years of relevant experience.
- Excellent knowledge of data analysis and forecasting methods
- Experience of working with Tally ERP 9.0 version
- Strong communication skills in English
- Proficiency in MS Office; mainly Word, Power Point and Excel / SPSS, Internet.

### ***Desired Profile and Skills:***

- Strong leadership qualities
- Commitment to work
- Good documentation skills
- Work collaboratively with the finance team to maximize productivity
- Complete any necessary administrative tasks
- Should possess zeal to accomplish targets and take up new assignments
- Good communication, analytical and interpersonal abilities
- Excellent listening skills, verbal and written communications skills.
- Knowledge of regional language will be added advantage

### ***Compensation Offered:***

Gross remuneration for the position is Rs.50000/- per month. Higher salary can be considered for suitable candidate.

### ***Application Process:***

To apply, kindly e-mail your updated CV to [card.zonaloffice@gmail.com](mailto:card.zonaloffice@gmail.com) with the name of the position and location in the **subject line**. Kindly provide with two references and their contact details. The deadline for submission of application is within 10 days of this job posting. Only shortlisted candidates will be contacted and invited for interaction.

*No correspondence will be entertained from candidates regarding any delays, conduct & result of interview and reasons for not being called for interview.*