

## **JOB DESCRIPTION OF CHIEF FINANCE & ACCOUNTS OFFICER**

<b>About OPJU</b>	Founded by the Jindal Education and Welfare Society, OP Jindal University (OPJU) was set up to bring high quality education to its students based on a world class curriculum, the latest teaching methodology and committed faculty members. The multidisciplinary university aims to develop young professionals and future leaders who will not only power growth and development in the state, but also make a mark globally.
<b>Industry</b>	Higher Education
<b>Post/ Job Title</b>	<b>Chief Finance &amp; Accounts Officer</b>
<b>Job Type</b>	Regular
<b>Reporting to</b>	Vice Chancellor/Registrar
<b>Will also work closely with</b>	Registrar office
<b>Job Location</b>	Punjipathra, Raigarh (CG)
<b>No. of Position</b>	One (01)
<b>Role</b>	<ul style="list-style-type: none"> <li>The CFO will be responsible for taking on a leadership role in financial decision-making that affects our University, and will provide strategic financial input to the top management. While keenly overseeing the overall accounting process, the successful CFO will play a key role in developing and implementing financial procedures to improve and maintain the financial health of the University.</li> <li>He or she will lead a team of motivated, result-oriented individuals and coach them in building a culture of service excellence. This is an exciting and challenging role that ensures that the organization maintains its iconic infrastructure and values service quality.</li> </ul>
<b>The role comes with the following Responsibilities</b>	<ul style="list-style-type: none"> <li>Execute the financial strategy of the University and define finance KPIs</li> <li>Manage financial controls and accounting procedures</li> <li>Ensure full transparency over the financial performance of the University</li> <li>Good knowledge of Taxation matters, Audit, Bank matters and statutory compliances</li> <li>Provide advice on how to increase revenue and reduce costs</li> <li>Effectively and clearly communicate potential risks in a timely manner</li> <li>Propose action plans to ensure that annual financial objectives are attained</li> <li>Support the VC with the preparation of monthly and annual financial plans</li> <li>Maintain speed and accuracy of billings and client payments</li> <li>Coordinate and produce all tax documentation as required</li> <li>Analyze and manage the University's liabilities and investments</li> <li>Plan, implement and manage investment strategies</li> <li>Track and ensure cash flow is appropriate and sustainable</li> <li>Supervise finance personnel such as controllers, financial advisors, financial consultants and treasurers</li> <li>Manage and retain relationships with various vendors</li> <li>Prepare and present forecasting reports</li> <li>Adhere to the law and company's policies</li> </ul>



**OPJU**



<b>Eligibility Criteria (Education &amp; Experience)</b>	<ul style="list-style-type: none"><li>• MBA or a Master's Degree preferably in Commerce/Economics with a good understanding of the higher education sector.</li><li>• Desirable CA or equivalent attainments</li><li>• Minimum 15 years of working experience in any University/ Institute/ Organization to manage Accounts/Finance.</li><li>• Strong organizational ability in handling wide ranging tasks and detail oriented.</li><li>• Excellent budgeting &amp; planning skills with the ability to analyses &amp; present independently.</li><li>• Excellent communication skills – Verbal &amp; Written.</li><li>• Effective Leadership qualities.</li></ul>
<b>Salary &amp; Benefits</b>	Salary is not a constraint for the deserving candidate, and other benefit like medical insurance, gratuity, GPAI etc. as per the norms of the University.