

A) Job Description			HR JD DOC NO
Job Title	Additional Director- Chief Financial Officer	Department	- Finance
Reports To	- CEO	Location	Head Office

B) Job Responsibilities

Job Objective:-
For planning, directing and controlling financial functions.

Principal Responsibilities:

- Ensure compliance of all financial policies and procedures of the organization.
- Engage in ongoing cost reduction analyses in all areas of the company
- Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements
- Manage the capital budgeting process, based on constraint analysis and discounted cash flow analysis
- Ensure legal and regulatory, accounting and reporting requirements are met in time.
- Provision of financial record and reports to government departments such as Finance Department, Industries Department and AG office for realization of Government Grant and justification of expenditure.
- Ensuring preparation of agendas and papers for board meetings, committees and annual general meetings (AGMs);
- Taking minutes, drafting resolutions, lodging required forms and annual return.
- Following up on actions from meetings.
- Overseeing policies, making sure they are kept up to date and referred to the appropriate committee for approval.
- Maintaining statutory books, including registers of members, directors and secretaries;
- Dealing with correspondence, collating information and writing reports, ensuring decisions made are communicated to the relevant company stakeholders;
- Contributing to meeting discussions as and when required, and advising members of the legal, governance, accounting and tax implications of proposed policies;
- Monitoring changes in relevant legislation and the regulatory environment and taking appropriate action;
- Liaising with external and internal regulators and advisers, such as lawyers and auditors.
- Taking responsibility for the health and safety of employees and managing matters related to insurance and property;
- Developing and overseeing the systems that ensure the company complies with all applicable codes, in addition to its legal and statutory requirements.
- Assist in evaluating the financial aspects of the industrial projects developed/reviewed by PBIT
- Any other related tasks assigned by the Management.

Key Result Areas/Key Performance Indicators/ Success Criteria:

- Financial planning to ensure financial resources meet organizational objectives.
- To develop budget and compliance of expenses as per approved budget.
- Ensure transparency in procurement as Financial Advisor.
- To hold a strategic position at the heart of governance operations within the organisation and act as a point of communication between the board of directors and company Stakeholders, reporting in a timely and accurate manner on company procedures and developments.
- To Evaluate the financial health of the projects assigned

Job Scope / Impact

Smooth functioning of Finance & Account department and company as per Government Regulations.

C) Job Requirements / Qualifications

a). Candidate should be member of recognised body of professional accountants, having at least 5 years of post qualification experience in fields of managing financial or corporate affairs functions of a company. CA/CFA/ACCA will be preferred: OR
Master's degree in finance from a university recognized by HEC with 15 years of post qualification experience

Preference will be given to the candidate having ERP Knowledge and Public sector experience. Minimum 1 year of prior experience working as CFO/ head of finance department of organization
Maximum age 40 years