

<b>1. JOB TITLE</b>	<b>General Manager, Finance &amp; Accounts</b>
<b>2. REPORTS DIRECTLY TO</b>	Managing Director / Chief Executive Officer
<b>3. REPORTS INDIRECTLY TO</b>	The Board of Directors
<b>4. DIRECT REPORTS</b>	Manager Finance, Manager Accounts
<b>5. INDIRECT REPORTS</b>	Company Secretary
<b>6. JOB PURPOSE</b>	GM, Finance and Accounts is responsible for all financial and fiscal management aspects of Ananya's operations. The GM will be primarily responsible for Fund-raise to meet Ananya's portfolio growth plans, managing the financial risks of the company, compliance functions and tax matters. The position provides leadership and coordination in all administrative, business planning, accounting, and budgeting efforts. The GM supervises the Finance Manager and Accounts Manager and is part of Ananya's executive team.
<b>7. KEY ROLES and RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>● <b>Core member of the executive team:</b> <ul style="list-style-type: none"> <li>- Establish and implement short and long-range departmental goals for finance and MIS, objectives, policies, and operating procedures</li> <li>- Keep abreast with current market and industry issues, regulation and policies. Communicate treasury strategies, policy limits and performance to Board Committees.</li> <li>- Responsible for Asset/Liability Management and recommend strategies to improve operating margins and liquidity.</li> <li>- Support the MD / CEO in strategic planning and monitoring progress toward goals</li> <li>- Handle the administrative function</li> <li>- Any other functions as per the requirement of the organisation.</li> </ul> </li>   <li>● <b>Fund-raise - Debt and Equity capital:</b> <ul style="list-style-type: none"> <li>- Develop goals and a plan for raising money through network of Banks, NBFCs, Financial Institutions and Investors.</li> <li>- Liaisoning with banks, other lenders, investors and other treasuries for fund raising and securitization activities.</li> </ul> </li>   <li>● <b>Treasury management and overseeing financial management and information system:</b> <ul style="list-style-type: none"> <li>- Overseeing all treasury activities including banking, investment, repayment commitments, vendor payments and liquidity management.</li> <li>- Oversee all vendor payments and purchases. Oversee all payroll activity and ensure timely credit of staff salaries, incentives, bonuses and other benefits.</li> <li>- Ensure full functionality of MIS and accounting systems</li> <li>- Analyse cash flow, cost controls, expenses, and other financial figures to guide decision making and to improve efficiencies and financial performance</li> <li>- Understand the existing financial health of the company by running regular errands on book keeping and financial accounting activities.</li> <li>- Set standard operating procedures(SOP) and internal controls to run the day to day operations efficiently.</li> <li>- Coordinate with Internal and Statutory auditors to ensure timely completion of audit -</li> </ul> </li> </ul>	

both Internal audit and Annual statutory audit and compliance thereof.

- Interact with rating agencies to ensure timely annual review of external rating of the company.
- Conduct annual performance review for direct reports and establish their personal standards of performance and development for each new period
- ***Ensure timely filing of statutory returns and accurate reporting to Regulators, Investors, MD / CEO, donors, government entities, the Board, and other constituents in a timely manner:***
  - Ensure timely filing of monthly, quarterly and annual returns with statutory / regulatory authorities.
  - Ensure timely reporting of accurate information to the lenders, investors, MD / CEO, Board of Directors and other constituents
  - Ensure timely and proper response to queries from statutory departments like Income Tax, Service Tax, Registrar of Companies, Reserve Bank of India and any other regulatory / statutory authority.
  - Develop staff capacity and mentor them through regular interactions

#### **8. KNOW HOW AND EXPERIENCE**

- Chartered Accountant with at least 10 years of experience in a Finance and Accounts role, preferably with microfinance, banking or financial services sector and experience of raising capital.
- Excellent analytical and problem-solving skills
- Acute attention to detail
- Flexibility and ability to cope with stressful situations
- Creativity and ability to work with limited resources and big picture thinker
- Ability to relate to and motivate staff effectively
- Experience with Microsoft suite and other accounting software packages
- Preferably a lady candidate