

**Position: Senior Consultant– Finance and Accounts**

<b>Preferred Experience</b>	<ul style="list-style-type: none"><li>• A post graduate in commerce /MBA in Finance Management from a well-known institute and any other related professional qualifications will be added advantage. Preference will be given to CAs.</li><li>• Up to 15 years of experience in mid management level- finance function in a reputed organization/ government organisation.</li><li>• Professional Knowledge and hands on experience in TALLY ERP is must. Knowledge in other accounting software will be an added advantage.</li><li>• Advanced knowledge and proficiency in MS office especially MS Word and MS Excel for financial analysis and consolidation of reports.\</li><li>• Knowledge of good accounting practices and statutory guidelines with hands-on experience with audits, income tax provision, FCRA and other applicable laws and statutes.</li><li>• Excellent communication both oral and written in English and Telugu is a must. Good interpersonal skills with ability to work independently as well as part of a team as good team player.</li><li>• Ability to manage several tasks at one time, successfully coordinate and complete tasks and meet deadlines.</li><li>• Enthusiastic, proactive and with High level of integrity and confidentiality.</li></ul>
<b>Roles and Responsibilities</b>	<p><b>Lead the Accounts and Finance team of the APEDB</b></p> <p><b>Accounting:</b></p> <ul style="list-style-type: none"><li>• Ensure accurate recording of finance transactions for all units as per the accepted principles and applicable laws.</li><li>• Manage day-to-day transactions and ensure timely payments made duly following the required procedures as per the organisations norms and policies.</li><li>• Ensure proper accounting systems and procedures are lead out, followed across all units at all levels as per the organisational policy, and accepted accounting principles.</li></ul> <p><b>Reporting:</b></p> <ul style="list-style-type: none"><li>• Ensure periodic Consolidation of financials of all the units and prepare relevant reports for period reviews and for submission to various stakeholders.</li><li>• Develop budgets in coordination with various heads of units and</li></ul>

	<p>do the resource mapping based on the available sources from time to time.</p> <p><b>Government/ Investor relations:</b></p> <ul style="list-style-type: none"> <li>• Prepare financial proposals and budgets in coordination with the respective units along with necessary documents for sharing with Government of Andhra Pradesh and existing and potential investors.</li> <li>• Ensure all the relevant compliances for executions of LoIs and MOUs with various Investors and ensuring that compliance with APEDB rules and regulations are adhered to.</li> </ul> <p><b>Financial management:</b></p> <ul style="list-style-type: none"> <li>• Prepare and monitor the cash flows to ensure sufficient funds are available for operations.</li> <li>• Prepare and ensure monthly reconciliations for all the bank accounts and grant reconciliations for all the various grants received.</li> <li>• Prepare and update the donation dashboard on periodic basis.</li> <li>• Analysis of the expenditure of various units from various sources on periodic basis.</li> </ul> <p><b>Statutory compliance:</b></p> <ul style="list-style-type: none"> <li>• Ensure proper deductions of TDS to consultants, vendors etc., made and quarterly returns filed on time.</li> <li>• Prepare information required for quarterly and annual FC returns.</li> <li>• Coordinate and ensure timely submission of IT returns</li> <li>• Coordinate various audits -internal, project/investor and statutory and ensure audit compliances.</li> <li>• Ensure efficient system of filing, archiving and retrieval as per statutory requirements.</li> </ul>
<b>Supervises</b>	Accounts Team including Accounts Manager /s
<b>Works in coordination with</b>	All concerned GoAP departments, vendors. S/he will work very closely with the other Finance and other teams at various levels for required information and coordination.
<b>Reports to</b>	<b>Will be communicated</b>
<p><b>Note: All job postings will adhere to the guidelines mentioned in the G.O. Ms.No 89 Finance (HR.I) Department of the Government of Andhra Pradesh</b></p>	