



## Job Detail

# CAREERS AT NIE

Employment notification for chief finance officer (cfo).

### Job Responsibilities:

#### 1. Functional competencies

They include three areas of responsibility:

- **Business and financial services** - Business and financial services area may be accounting, financial reporting, budgeting, contract administration, student financial aid, debt management, receipts and disbursements, calculation and payment of taxes, investments, legal affairs, risk management, payroll, and cashiering.
- **Physical facilities** - Assets management that include assets accounting, efficiency of asset utilisation
- **Auxiliary services** - In conjunction with student services, has administrative responsibility for printing and copying services, vending operations, rental properties, conferences and food service operations.

#### 2. Technical competencies

- Conduct feasibility study for new projects/courses
- Establish disbursement policies. monitor credit and collections processes in the institution.
- Assist institutions in pricing of services rendered by them.
- prepare annual fee structure for review by the expert committee and approval by board of management.

### 3. Leadership competencies

- maintain productive and cordial relationship with banks and lending institutions.
- co-ordinate with management in regulating employees service rules/disciplinary matters.

### **Qualification : CA/ MBA Finance**

This position has nie group-wide responsibility for finance, accounting, planning, taxation, compliance and secretarial functions.

**Experience:** min 8-10 years in any organisation with revenue of rs.100 cr and above, worked with accounting firm managed finance and accounts of large organisations or equivalent experience in an educational setting.

Age: Below 55 years

### **Reporting:**

**Primary-** President/treasurer.

**Secondary-** Board of management

Last Date for sharing individual profile to '[treasurer@nie.ac.in](mailto:treasurer@nie.ac.in)' is **15th october 2021.**

