Job Title: Head of Finance

Organization: Sanjay Saraf Educational Institute

Location: Kolkata

Job Summary:

SSEI is seeking a highly skilled and experienced Head of Finance to lead its financial operations. The Head of Finance will be a key member of the leadership team, responsible for overseeing all financial activities, ensuring regulatory compliance, providing insightful financial analysis, and contributing to the strategic growth of the institution. The ideal candidate will be a qualified Chartered Accountant with a proven track record of managing finance functions effectively, preferably within the education sector or a similar complex environment.

Key Responsibilities:

- **Financial Accounting and Reporting:** Maintain complete and updated books of accounts in accordance with applicable accounting standards and ensure their timely monthly approval by the management.
- **Regulatory Compliance:** Develop and maintain a comprehensive compliance calendar and ensure accurate and timely reporting and adherence to all applicable laws and regulations, including GST, Income Tax, Companies Act, Customs, Provident Fund (PF), Employees' State Insurance (ESI), Property Tax, and any other relevant legislation.
- **Stakeholder Management:** Act as the primary point of contact and engage effectively with external stakeholders such as consultants, government departments, vendors, statutory and internal auditors, and banks to ensure smooth operations and satisfactory resolutions.
- **Management Information Systems (MIS):** Design, implement, and maintain a robust MIS system to provide timely and accurate financial information to the management. This includes preparing monthly MIS reports highlighting key financial trends, performance indicators, and exceptions for management review and approval.
- **Financial Planning and Strategy:** Actively contribute to the financial planning and strategic decision-making processes of the company, providing financial insights and recommendations to support organizational goals.
- **Cash Flow Management:** Develop and maintain cash flow budgets, monitor actual cash flows, and ensure timely reporting of any significant deviations and upcoming major financial transactions.
- **Audit Management:** Lead and coordinate the engagement with statutory and internal auditors, ensuring timely and effective completion of audits and implementation of audit recommendations.

- **Risk Management:** Design and implement effective financial policies and procedures to mitigate financial risks within the organization.
- **Resource Management and Loss Prevention:** Ensure the adequate and efficient utilization of the company's resources and establish processes and controls to prevent any potential loss or harm to these assets.
- **Team Leadership:** Build, lead, and mentor a high-performing finance team, providing guidance, support, and ensuring the effective completion of all finance-related responsibilities.

Minimum Educational Qualification and Experience:

- Qualified Chartered Accountant (CA) from ICAI
- Minimum of 3 years of post-qualification experience in managing finance functions, preferably in the education sector or a similar service-oriented industry.

Skills and Competencies:

- Strong understanding of accounting principles, tax laws, and regulatory requirements in India.
- Proven experience in financial planning, budgeting, and forecasting.
- Excellent analytical and problem-solving skills with the ability to interpret complex financial data.
- Proficiency in using accounting software and MS Office Suite, particularly Excel.
- Strong communication, interpersonal, and negotiation skills.
- Ability to work independently and as part of a team.
- High level of integrity and ethical conduct.
- Strong leadership and team management abilities.