

# BIHAR VIKAS MISSION

## Job Description



1. General Information	
Position Title:	Finance Manager
Reports to:	General Manager - Finance & Accounts
Department:	Bihar Vikas Mission
Job Code:	
2. Organization Chart	
<pre> graph TD     GMA[General Manager - Finance &amp; Accounts] --&gt; AO[Accounts Officer]     GMA --&gt; FM[Finance Manager]     GMA --&gt; IAM[Internal Audit Manager]         </pre>	
3. Key Accountabilities	
<b>Financial Planning</b> <ul style="list-style-type: none"> <li>Ensure preparation of BVM financial plan and budget by discussing with relevant stakeholders and identifying future activity plans, expenditure forecasts, capital requirements etc.</li> <li>Oversee breakdown of overall plan and budget into smaller portions for different units and teams within BVM in discussion with relevant BVM stakeholders</li> </ul>	
<b>Monitoring</b> <ul style="list-style-type: none"> <li>Monitor continuously BVM / unit performance against defined financial plans and budgets, analyse gaps between plan and realisation and devise corrective actions in discussion with relevant BVM stakeholders, as required</li> </ul>	
<b>Advice</b> <ul style="list-style-type: none"> <li>Provide advice to relevant BVM stakeholders, at request or at own initiative, regarding insights on investments, working capital, profitability and financial implications of decisions, as well as financial analyses to facilitate management decision-making</li> </ul>	
<b>Reporting &amp; Analysis</b> <ul style="list-style-type: none"> <li>Prepare the quarterly and yearly financial statements and annual reports along with its related disclosures in accordance with the established internal and external standards and procedures</li> <li>Prepare periodic and ad hoc reports required by BVM management and other concerned stakeholders to facilitate decision-making</li> <li>Collect relevant financial data and information, conduct standard and non-standard analysis and interpretation of the data, and share results with management, at request or at own initiative</li> </ul>	
<b>Internal Control</b> <ul style="list-style-type: none"> <li>Analyse financial processes, identify potential financial risk areas within own area, and provide suggestions for prevention and mitigation of risks, and after approval support implementation</li> </ul>	

# BIHAR VIKAS MISSION

## Job Description



### Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account best practices, in order to facilitate cost optimization and productivity improvement

### Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

### Related Assignments

- Perform other related duties or assignments as directed

## 4. Qualifications and Experience

### Essential

- Chartered Accountant(completed) from Institute of Chartered Accountants of India  
OR  
Cost & Management Accountant (previously known as Cost Accountant) (completed)from Institute of Cost Accountants of India (previously known as Institute of Cost & Works Accountants of India)  
OR  
PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Finance
- Minimum 5 years of post-qualification experience in Finance domain

### Preferred

- Less than 40 years# of age as on 1st January 2019.
- Experience in a financial planning and analysis / accounting role in a private organization / multinational corporation
- Experience of working with state / central government organisations / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) in financial management / financial planning role
- Chartered Accountant (completed) along with PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Finance  
OR  
Cost & Management Accountant (previously known as Cost Accountant) (completed) along with PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Finance.

# Age limit for SC / ST (Male/Female) domicile / resident of Bihar – 45 years  
Age limit for BC / EBC (Male/Female) domicile / resident of Bihar – 43 years  
Age limit for General (Female) domicile / resident of Bihar – 43 years

\* NIRF discipline wise rankings will be considered wherever available (like engineering, management and pharmacy in current rankings); for degrees not covered by the NIRF discipline rankings, NIRF Colleges or Universities or Overall Rankings will be considered

## 5. Knowledge and Other Skills

- Good knowledge of financial planning, budgeting and financial analysis
- Good understanding of financial statements and reports and reporting techniques and procedures
- Strong analytical skills
- Strong negotiation and influencing skills

# BIHAR VIKAS MISSION

## Job Description



6. Competencies		Basic	Proficient	Expert
i.	Strategic/Innovative Thinking		✓	
ii.	People First		✓	
iii.	Consultation and Consensus Building		✓	
iv.	Initiative & Drive		✓	
v.	Problem Solving		✓	

Basic	Proficient	Expert
Aware of principles and their application	Sufficiently competent to work alone	Competent to support and advise others