**Title:** Finance Controller

**Scope of Work**

**Key Responsibilities**

* Initiate and guide the preparation and forecasts of organization revenue, working capital, expenditure and return on investments.
* Ensure approved global Financial policy guideline are effectively implemented and followed in all global and regional offices.
* Preparation of country Budget and monitoring with actual performance results on a periodic basis.
* Coordinate with the accounts team for the accounting and consolidation.
* Day to day functioning of the Accounts and Finance functions. Overseeing the process, monitoring and approval of all Payables & Receivables, Purchase Creditors, Overhead, Journal, Sales Debtors for all the group companies.
* Responsible for preparation of Monthly/Quarterly/ Half yearly & Annual Accounts and finalization of Accounts of the organization.
* Compliance with all statutory matters including Income Tax/ Service Tax/ VAT and Transfer pricing issues.
* Dealing with Banks/ Financial Institutions for day to day matters besides providing all necessary support with the preparation of documents pertaining to all short-term/ long-term credit facilities.
* Complete the statutory and other Audits within the stipulated time.
* Responsible for meeting agreed Service Level Agreements (SLA) on Turn Around Time (TAT) & Accuracy
* Review and delivery of high level reports to senior Leadership on a regular/ ad-hoc basis
* Effectively manage escalations
* Develop back up plan and focus on cross training the team
* Finalization of country and global consolidation for global audit.
* Preparation of Financial Statements as per US GAAP reporting requirements.
* Handle global audit having direct interaction with US auditors.
* Handle audit of all Indian entities and interaction with Indian auditors.
* Handle contract management system including vetting of service contracts.
* Manage the project related to migration of accounts to new accounting system called Xero for India, global and Philippines.
* Assist in creation and maintenance of Global Chart of Accounts.
* Ensure adherence to financial policies and procedures prevailing in the organization.
* Maintenance of US Payroll through Paychex.
* Handle global compliance comprised of US compliance, India, China, Singapore and Philippines compliance.
* Handle internal audit and forensic audit for the Foundation.
* Preparation of periodic Management Information reports and reports related to Gates Foundation and other Grantors.
* Manage implementation of on-line banking system under J P Morgan, HSBC India, DBS Singapore, ICICI India, IDBI India and BDO Philippines.
* Manage Procurement policy as per Finance policy manual and ensure adherence to all compliances.

**Location:** New Delhi

**Reports To:** Vice President (Global), Finance and Corporate Affairs

**Grading Level:** M1

**Compensation**

An annual compensation of USD 27,452 (Inclusive of Taxes) will be paid to the Consultant. All project related expenses would be reimbursed, as agreed upfront. Any revision to the compensation above will be after due mutual discussion and written intimation.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **February 01, 2024** to **December 31, 2024** and is extendable based on the review of Consultant’s performance by the Foundation and mutual concurrence on revised terms of engagement.