

**Insolvency Professional Agency of Institute of Cost Accountants of India**  
**(Section 8 Company registered under the Companies Act, 2013)**  
**CIN: U74999DL2016NPL308717**

**ADVERTISEMENT FOR THE POST OF CHIEF FINANCIAL OFFICER (CFO)**

Post of	Chief Financial Officer (CFO)
No. of Vacancy	1
Mandatory Qualification	ICWA/CA
Skills	<ol style="list-style-type: none"> <li>1. Well versed in Computers [MS- Office and data management]</li> <li>2. Good communication skills</li> <li>3. Fully conversant with Tally (Professional Level)</li> <li>4. Good Knowledge of Tax Laws including Income-tax &amp; GST.</li> </ol>
Experience	Minimum 2-3 year(s) experience
Fixed Remuneration	Rs. 45,000/- per month (Can be negotiated for deserving candidate)
Nature of Engagement	On contract for 2 years, subject to annual review
Place of Posting	New Delhi
Last Date to apply	05-07-2021
Job Profile	<ol style="list-style-type: none"> <li>1. Document financial transactions by entering account information.</li> <li>2. Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.</li> <li>3. Substantiate financial transactions by auditing documents.</li> <li>4. Maintain accounting controls by preparing and recommending policies and procedures.</li> <li>5. Coordinate activities and answer questions related to transactions.</li> <li>6. Reconcile financial discrepancies by collecting and analyzing accounts information.</li> <li>7. Secure financial information by completing database backups.</li> <li>8. Maintain financial security by following internal controls.</li> <li>9. Prepare payments by verifying documentation and requesting disbursements.</li> <li>10. Answer accounting procedure questions by interpreting accounting policy and regulations.</li> <li>11. Complies with state and local financial legal requirements as per the existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.</li> <li>12. Prepare special financial reports by collecting and summarizing account information and trends.</li> <li>13. Maintain confidence and protect operations by keeping financial information confidential.</li> <li>14. He would be responsible for overall functions of the Accounts &amp; Finance Department and will report to the Managing Director.</li> </ol>