

Job Description

Finance Controller- Mayo College General Council

The FC is responsible for driving the organization's strategy with emphasis on governance, efficiency, sustainability and performance. Additionally, the role will support the governing board with financial insights for better strategy execution and decision making.

A. Strategy and Financial Planning

1. Provides financial advice, leadership and direction to all 3 entities, Mayo College, Mayo College Girls school and Mayo school.
2. Participates with leadership team in strategic planning and development of financial forecasts and fiscal planning objectives to meet short and long-term goals.
3. Leads Committees as assigned
4. Responsible for financial analysis and projections of all income and expenses to ensure sustainable budget building and control to facilitate long-term financial viability.
5. Developing and managing relationships with Banks and other financial institutions.
6. To periodically review progress of open projects to ensure continued financial viability to facilitate decision making at every milestone and contain risks of loss.

B. Financial Policies and Sustainability

1. Develops, maintains, monitors, and enforces accounting policies, procedures and internal controls in accordance with best practices.
2. Establishes and maintains the organization's system of accounts assures integrity of books and records for all transactions and provides for security of transaction records and ensure process controls to minimize fraud and impropriety
3. Develops policies and procedures on purchasing activities and prepares vendor and management reports analyzing purchasing practices.
4. Creates and ensures adherence of organizations policies including but not limited to fee policy, subsidy policy, billing and collections policies.
5. Ensures timely and accurate reporting of financial and management reporting for management and board.
6. Coordinates and directs preparation of the annual capital and operational budgets, provides financial forecasts and variance analysis in coordination with executive leadership team and presents budgets to the governing board.
7. Provides budget and contract analysis and monitors contract compliance.
8. Oversees cash flow planning and ensure availability of funds as needed and investment guidelines as per treasury policy
9. Prepares and participates in audits including but not limited to, Statutory Audit, Internal Audit, physical verifications of assets etc.

C. Financial Control (Accounting and compliance)

1. Lead and oversee the day-to-day management of all aspects of accounting operations including accounts payable, general ledger management, internal controls, external audits, cash management, and payroll.
2. Keep updated on State education act and other laws applicable in running an educational institution. Take expert advise where relevant.
3. Draft and/or review legal letters, contracts and agreements and monitor legal obligations under agreements to ensure compliance, as requested.
4. Research and prepare legal opinions on various civil matters including claims for compensation against the Company.
5. Maintain, a database of the status of all court matters involving the organization.
6. PF DEPARTMENT: _Administering and monitoring PF and Pension Schemes for Teaching and Non-Teaching Staff.

D. Legal Control

1. Ensure compliance with all the Laws, Acts and rules applicable to Mayo, including but not limited to Rajasthan Education Act, Societies Registration Act, Income Tax Act etc.
2. Manage the legal cases from or against the organization including but not limited to Tribunal, Consumer court, High court.
3. Manage the panel of Lawyers for legal services
4. Seek opinions from expert where deemed necessary.

Education/Experience:

- CA/CWA/CS/MBA with a specialization in accounting or finance.
- At least Ten to Fifteen years progressively responsible management experience in Finance.

Skills

- Technically strong to manage team of talented finance professionals.
- Strong Analytical skills & Out of the Box thinking.
- High degree of Accountability, Integrity & Responsibility.
- Ability to grasp key focus areas & self-driven.
- Solid interpersonal skills, fostering teamwork, with discernment for sensitive/confidential information.
- Proven leadership, Team player & Team builder.
- Excellent presentation skills.
- Strong Commercial Astuteness.
- Proficient in MS Office, exposure to advanced accounting systems and BI Tools.

Job Remarks

- Location : Ajmer
- REPORTS TO : BOARD