

Chennai Smart City Limited  
Amma Maaligai, Ripon Building Complex,  
Greater Chennai Corporation, Chennai 60003

No. C.S.C.L.C.No.005/2016

.Date:10.04.2017

Applications are invited for CHIEF FINANCIAL OFFICER:-

The Chief Financial Officer is the executive head responsible for financial management of the Company. He/She is responsible for assessing financial needs and preparing annual and long term plans, raising funds to meet the requirements, drafting policies and rules to ensure compliance with best practices in financial management, authorising cash flow to project specific and administrative expenses, and financial accounting and reporting. Oversee the management and coordination of all fiscal reporting activities of the Company including - expense and balance sheet reports, utilisation reports to funding agencies, etc.

**Roles & Responsibilities:**

The broad roles and responsibilities of the Chief Financial Officer shall cover but are not limited to the following activities

- i. Develop overall financial strategy and plan for SPV.
- ii. Provide overall leadership in raising sufficient funds to meet the planned CAPEX and OPEX requirements of smart city projects, and unplanned cost escalations and cash flow constraints.
- iii. Manage the budgeting processes and develop internal control to avoid budget over run.
- iv. Responsible for implementing the approved financial policies of SPV and ensuring compliance.
- v. Responsible for preparation of annual budget (revenue and capital).
- vi. Obtain necessary clearances and approval from the Governing Board and the Executive Committee for management of day to day operations.
- vii. Ensure accuracy of all the accounting records.
- viii. Ensuring that proper internal systems and controls are in place.
- ix. Preparation of financial statements.
- x. Cash and bank management.

- xi.** Payroll management with the support of third party service providers.
- xii.** Be part of the Purchase Committee and oversee all purchasing and payroll activity for staff, consultants, vendors, and contractors.
- xiii.** Ensure statutory and regulatory compliances related to financial management functions.
- xiv.** Develop Chart of accounts, reporting formats etc.,
- xv.** Oversee Accounts Payable and Accounts Receivable and ensure a disaster recovery plan is in place.
- xvi.** Oversee the management and coordination of all fiscal reporting activities for SPV including - expense and balance sheet reports, utilisation reports to funding agencies, etc.
- xvii.** Develop and maintain systems of internal controls to safeguard financial assets of SPV.
- xviii.** Support and facilitate the work of independent auditors ensuring all audit issues are resolved, and all compliance issues are met, and the preparation of the annual financial statements is in accordance with applicable accounting standards.

### **Academic qualification and experience**

Age as on 01.11.2016	Age of candidates should not exceed 40 years as on 01.11.2016.
Essential Qualification	Graduation in any discipline with at least 60% marks or equivalent grade point average and Member of Institute of Chartered Accountants of India or Institute of Cost Accountants of India or two-years full time Master of Business Administration / Post Graduate Diploma in Management with specialization in Finance from IIMs / IITs or in a reputed institution.
Experience	Not less than 7 years of post-qualification experience in managerial capacity in an equivalent or similar position in a reputed organization.
Consolidated pay per month (all inclusive on CTC basis) for deserving candidate (90%)	Rs.1.25 lakhs.
Performance Linked Pay (10%)	Rs.0.125 lakh. The Performance Linked Pay Guideline will be issued separately.
Tenure of employment	Initially for a period of three years and will be considered for extension based on performance.

## General conditions

- i. The place of posting at Chennai, Tamil Nadu.
- ii. The prescribed qualification / experience indicated are bare minimum and mere possession of same will not entitle the applicants to be called for interview. Where number of applications received is large, it may not be convenient or possible for the Company to interview all applicants. The Company will scrutinize, restrict the number of applicants and shortlist the number of candidates to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum as prescribed above. The decision of the Company is final and binding. The Company reserves its rights to accept or reject any application, without assigning reasons therefor.
- iii. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Public Sector Undertakings and other Government sponsored intuitions should route their applicants through proper channel.
- iv. Application on plain paper attaching therewith bio-data giving details in tabulated form together with self-attested copies of certificates regarding age, date of birth, qualifications, division and percentage of marks obtained, year of passing, experience including position held, name of the employers (with Proof of previous employment) with complete address, nature of duties, period of service, scale of pay & salary drawn, salary expected and achievements should be sent by **registered post or Speed Post or courier. No application will be received directly by hand delivery or other means of delivery.** Original Qualification Certificate and Proof of previous employment have to be produced during the time of interview.
- v. Incomplete applications shall not be considered and no interim correspondence shall be entertained. Canvassing in any form shall be considered a disqualification for employment in the Company.
- vi. The applications should reach **the Chairman, Chennai Smart City Limited, Amma Maaligai, Ripon Building Complex, Greater Chennai Corporation, Chennai 60003 latest by 5:00 P.M. at the above mentioned address on 24<sup>th</sup> April 2017**

Date: 10.04.2017

Chairman