

Hiring Chief Financial Officer

NABFOUNDATION is seeking to hire a suitable candidate for the post of “**Chief Financial Officer**” on contract basis.

NABFOUNDATION, a subsidiary of NABARD is registered as a Section 8 company, fully owned by the National Bank for Agriculture and Rural Development (NABARD), India's apex level institution in the field of agriculture and rural development. The Foundation has been set up to design and execute development projects across the country either on its own or in association with other stakeholders like civil society organizations, start-ups and CSR units of public and private sector corporates.

1. Job Profile

The primary duties and responsibilities of Chief Financial Officer shall be as follows:

- i. Annual budgeting exercise for the Foundation (Looking at annual inflows and outflows of the Foundation)
- ii. Preparation of financial reports that will assist the CEO and Board in making strategies, resource allocations, and investment decisions.
- iii. Fund Raising: spearheading the fund raising activity to meet long and short-term objective.
- iv. Liaising and ensuring compliances of policies and regulations.
- v. Review and manage internal systems, processes, and procedures to ensure integrity and accuracy of financials.
- vi. Coordinate and lead the annual statutory audit process, liaise with external auditors.
- vii. Oversee and monitor financial evaluation of budgeting for projects.
- viii. Financial management of development projects.
- ix. Any other job assignments which may emerge on the job relating to professional management of the Foundation.

2. Eligibility Criteria

a) Educational Qualifications:

Should possess Master's or Bachelor's degree in development, social sector, business, finance, or accounting from a reputed university.

b) Experience and knowledge requirements:

- I. The candidate should possess a master's or bachelor's degree in business, finance, development, social sector or accounting from reputed university or should be a qualified Chartered Accountant with background in social sector.
- II. Over 10+ years of relevant experience in managing financial and accounting activities.
- III. Strong analytical abilities and problem-solving skills
- IV. Exceptional communication skills
- V. Excellent understanding of taxation and statutory compliances.

c) Age

Candidate should have a minimum age of 30 years and maximum of 40 years as on 30th September 2022.

3. Other Criteria

- I. Proficiency in using tools such as MS Office (specifically in Excel) and other computer related functions for day-to-day functioning.
- II. Strong writing skills with ability to develop content relating to financial and monitoring & evaluation reports.

4. Place of Posting

- I. The place of posting will be **Mumbai**;
- II. The position involves travel and the candidates must be willing to travel at short notice across the country.

5. Remuneration

Candidate will be paid a remuneration in sync with industry standards depending upon experience. There will be a provision of annual hike as per the HR Policy of the Foundation.

6. Contract Period

- I. The Chief Financial Officer will be appointed on contract basis initially for a period of **THREE years** which may be extended by **TWO Years** (One year at a time) subject to outstanding performance;
- II. The appointment shall be subject to review of performance on a half yearly basis. The Company may terminate the contract of service in case the performance is found to be unsatisfactory during the period of Contract on the basis of a half yearly review;
- III. Termination of Contract will be by giving TWO Month Notice by either party or payment by the candidate in lieu of notice period of TWO Months.

7. How to Apply

- I. Interested candidates may fill in their details in the Google Form using the following link: <https://forms.gle/oCFCrAHHUMW7ppAL9>
- II. Last date for receipt of applications: **30th September 2022.**
- III. Shortlisted candidates will have to appear for a face to face interview which will be held in NABFOUNDATION's office in Mumbai.