



# Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,  
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706  
+91 22 6243 3333 +91 22 6243 3322

**11 January 2022**

## **Appointment of Deputy General Manager - Accounts & Finance**

IAI, a statutory body established under [The Actuaries Act 2006](#) (35 of 2006) for regulation of profession of Actuaries in India, is inviting applications for the post of “Deputy General Manager - Accounts & Finance”.

<b>Name of the Post</b>	Deputy General Manager - Accounts & Finance
<b>No. of Post</b>	One
<b>Age (as on 1<sup>st</sup> January 2022)</b>	Minimum Age - not less than 35 years Maximum Age - not more than 55 years
<b>Qualifications</b>	Qualified Chartered Accountant
<b>Experience</b>	Candidate should have at least 8 years relevant work experience
<b>Emoluments and Benefits</b>	Negotiable. Please indicate emoluments last drawn and expected.
<b>What is expected?</b>	<ol style="list-style-type: none"><li>1. Ensure management and operational policies and procedures for operational activities to be efficient and in-line with approved budgetary allocations, and meet all legal statues.</li><li>2. Plan, develop, organize, implement, direct and evaluate the organization’s fiscal function and performance.</li><li>3. Evaluate and advise on the impact of long term financial planning.</li><li>4. Providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the CEO/President/ED/Deputy Director, the Council/committees in performing their responsibilities.</li><li>5. Develop, implement and enforce policies and procedures of the Institute by way of systems that will improve the overall operation and effectiveness.</li><li>6. Provide technical financial advice and knowledge to others within the financial discipline.</li><li>7. Continual improvement of the budgeting process through education of departments/committee on financial issues impacting department/committee budgets.</li><li>8. Provide strategic financial input and leadership on decision making issues affecting the organization i.e. investments, etc.</li><li>9. Develop a reliable cash flow projection process and reporting mechanism</li></ol>



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	<ol style="list-style-type: none"> <li>10. Be an advisor from the financial perspective on any contracts into which the Institute may enter.</li> <li>11. Establish and implement internal controls, finance policies and procedures, administrative and IT systems to ensure that the organization's day-to-day operational activities are efficient and effective, and are in-line with approved strategic initiatives and budgetary allocations</li> <li>12. Works with the CEO/ED to proactively eliminate financial and legal risk to IAI.</li> <li>13. Review, draft, implement and monitor internal controls and financial policies and procedures</li> <li>14. Ensure that all statutory requirements of the organization are met</li> <li>15. Work closely with Auditors and Audit Committee and comply with the requirements.</li> <li>16. Finalisation of Accounts</li> <li>17. Filing /Defending tax related legal matter through Consultant / Advisor</li> <li>18. Any other matters may be assigned by Competent Authority.</li> </ol>
<p><b>Preferred Knowledge and Skill Requirement</b></p>	<ol style="list-style-type: none"> <li>1. Ability to lead from front and result orientation</li> <li>2. Strong financial management acumen; knowledge of accounting procedures and protocols, budget administration and financial forecasting, data analysis and reporting</li> <li>3. Knowledge of Indian Laws</li> <li>4. Strong experience in the automation and processing of payments/receipts</li> <li>5. Strong human resource management expertise; ability to supervise and mentor staff and engage staff members and inspire credibility, confidence and build consensus</li> <li>6. Strong interpersonal skills and the proven ability to provide leadership to a team and to work in a team environment</li> <li>7. Ability to plan, organize and lead the implementation of plans and processes</li> <li>8. Strong knowledge of HR/Finance /IT/legal functions</li> <li>9. Excellent written and oral communication, presentation and negotiation skills</li> <li>10. Strong interpersonal skills and the proven ability to provide leadership to a team and to work in a team environment</li> <li>11. Demonstrated capacity to think strategically with expertise in complex problem solving, decision making and critical thinking skills, displays good judgment</li> <li>12. Effective at proactively assessing and resolving conflicts</li> </ol>
<p><b>Term</b></p>	<p>Appointment is on a full-time basis</p>



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<b>Selection Procedure</b>	<p>The candidate will be shortlisted based on knowledge, skill and other criteria. The selection procedure of shortlisted candidate shall be;</p> <ul style="list-style-type: none"><li>• Written test</li><li>• Personal interview</li></ul> <p>Candidates who clear the written test, will be called for personal interview</p> <p>Selection will be based on the performance in the written test and personal interview.</p>
<b>How to apply</b>	<p>Kindly apply by sending your CV at <a href="mailto:joyce@actuariesindia.org">joyce@actuariesindia.org</a></p> <p>Last date of submission of application is 15<sup>th</sup> February 2022</p>