



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
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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”.

Name of the Post	Deputy General Manager - Accounts & Finance
No. of Post	One
Age (as on 1st January 2022)	Minimum Age - not less than 35 years Maximum Age - not more than 55 years
Qualifications	Qualified Chartered Accountant
Experience	Candidate should have at least 8 years relevant work experience
Emoluments and Benefits	Negotiable. Please indicate emoluments last drawn and expected.
What is expected?	<ol style="list-style-type: none">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.2. Plan, develop, organize, implement, direct and evaluate the organization’s fiscal function and performance.3. Evaluate and advise on the impact of long term financial planning.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.5. Develop, implement and enforce policies and procedures of the Institute by way of systems that will improve the overall operation and effectiveness.6. Provide technical financial advice and knowledge to others within the financial discipline.7. Continual improvement of the budgeting process through education of departments/committee on financial issues impacting department/committee budgets.8. Provide strategic financial input and leadership on decision making issues affecting the organization i.e. investments, etc.9. Develop a reliable cash flow projection process and reporting mechanism



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



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Selection Procedure	<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">• Written test• Personal interview <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>
How to apply	<p>Kindly apply through online using the link given below;</p> <p>Link</p> <p>Last date of submission of application is 22 January 2022</p>