

## Head - Finance, Accounts, HR & IT

Job Title	Head - Operations (Finance, Accounts, HR & IT)
Department	Operations
Level	Level 4 (Head)
Location	Delhi
Reporting Manager	CEO
Reportees	<ul style="list-style-type: none"> <li>● Incharge - Accounts, Budgeting, Control</li> <li>● Incharge - Banking, Treasury, Tax, Audit, Reporting</li> <li>● Incharge - IT</li> <li>● Incharge - HR</li> <li>● Incharge - Administration</li> </ul>



### Role Overview:

This role would oversee end-to-end management of functions namely – Finance & Accounts, Information Technology, Human Resources and Administration at SLF. S/HE would be accountable to set-up appropriate systems, processes and policies, ensure due implementation and compliance to the set processes / policies. The incumbent would provide required direction, support and facilitation to the team members so that the processes are executed in the most effective way.

This role should also ensure through management of the above areas, maximum compliance, adequate control and minimum risks to the business of SLF.



### Key Responsibilities:

#### (1) Finance & Accounts

#### Strategy & Planning

- Understand the Vision, key purpose, plans and priorities of SLF and identify their implications on Finance & Accounts areas
- Make the Annual / Quarterly / Monthly Budget with collaboration & inputs from other departments
- Ensure strict monitoring and control of all expenditure and adherence to Budget
- Analyse regularly the metrics / financial ratios and apprise the top leadership about the financial health of the organization
- Identify opportunities for cost control and facilitate the other functions to work under financial discipline

## Operational responsibilities

### Finance, Accounts & MIS

- Manage all Accounting transactions as per standard processes ensuring timeliness and highest level of accuracy
- Supervise reportees to get required activities done as per set standards and in the most effective and efficient manner
- Keep control on all Accounts Payable (AP) & Accounts Receivables (AR) and maintain optimum working capital levels
- Ensure timely preparation of monthly accounts statements and reconciliation
- Prepare the reports (MIS) as required by the top management and the Board
- Strive to achieve minimum cost of operation through judicious control over all expenditures, leveraging opportunities of cost-saving, facilitating other functions to identify and save costs

### Taxation

- Ensure Tax deductions as applicable on all payments
- Ensure timely submission of all Tax returns
- Be aware of changes in Tax rules and implement the same

### Payroll

- Ensure timely processing of employee payroll and conduct all required steps for the same
- Comply with Tax deductions as applicable for employee salary
- Provide Payroll and Tax related documents to employees as required

### Audit, Compliance, Legal

- Facilitate completion of statutory audits
- Address all queries / requirements of Auditors / regulatory authorities / Board
- Ensure minimum findings in Audits and timely closure of Audit findings
- Be the custodian of all commercial contracts executed by the organization with various parties including suppliers, and all service providers
- Supervise and monitor all legal (court cases by / against SLF) & secretarial activities

### Process Improvement, Learning & Development

- Take initiative to establish best practices in the given areas as required for the organization
- Make maximum use of Technology in the departmental processes
- Actively participate in organization initiatives to drive organization development, employee engagement, etc.
- Adhere to timelines for monitoring and review of performance parameters and provide feedback to the team
- Take responsibility for capability development of self and team members

## (2) Human Resources

### Strategy & Planning

- Conduct HR Planning exercise with the Leadership & Senior Management annually or at shorter interval, as required, to map out the Structure, Manpower Numbers, HR Cost, Talent gaps (if any) etc. as well as critical HR interventions for the whole year / set time-cycle
- Finalize, in alignment with the Heads of Department, a Recruitment Plan for the next few months and repeat the exercise at defined frequency

### Operational responsibilities

#### Talent Acquisition

- Ensure that suitable Recruitment and Selection Process and Policy guidelines are drafted and implemented at SLF
- Ensure that the Incharge – HR processes Recruitment Requisitions from different departments as per defined process
- Facilitate the recruitment and selection process till finalization of candidate and fixation of Salary in discussion with the CEO
- Oversee the onboarding and Induction process as conducted by Incharge – HR
- Keep track of the Hiring Plan, Lead time of hiring and other metrics

#### Leave & Attendance

- Ensure employees attendance is recorded on system
- Oversee that Incharge – HR keeps track of all leave in the Leave Management System and attendance & leave records are provided to Accounts for Payroll

#### Performance, Rewards & Employee Engagement

- Provide overall supervision and guidance to the Incharge – HR and HODs to execute Annual performance management process through - timely goal setting, reviews & ratings, feedback and salary increments
- Work with HODs to plan Performance Improvement Programs for identified cases
- Work with the top management / Advisors to develop a competitive compensation & benefit structure and rewards & recognition program for the company
- Facilitate HODs and Incharge – HR in implementing the Employee benefits and Rewards & Recognition Program
- Encourage the team to plan & execute different Employee Engagement activities
- Handle employee queries and grievances by self or along with Senior Management

#### Exit Management

- Keep track of resignations and conduct / facilitate interactions with resigning employee to understand the reasons of exit
- Establish a robust exit management process and oversee completion of exit formalities
- Manage legal and disciplinary cases by working closely with the HODs / Legal Counsel & CEO

### People Development

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- Be responsible for overall People Development by means of various initiatives like Training sessions, on-the-job training, job rotation etc.
- Establish the process for training needs identification and ensure that training programs are linked to the needs identified
- Provide guidance and direction to the training team to coordinate & facilitate training programs in order to develop a highly efficient and functional workforce

### **(3) Administration**

- Oversee the “Incharge – Administration” and conduct activities related to Office Maintenance, Security, Housekeeping, Employee Safety & Hygiene etc.
- Be the custodian of all Contracts for administrative jobs
- Guide Incharge – Admin to handle any issues at Office premise / local authority
- Manage the Administrative cost of SLF

### **(4) Information Technology**

- Understand the need for setting up critical IT Policies regarding Usage of IT assets, Information Protection, IT Security Ethical use – Do’s & Dont’s, etc.
- Identify, negotiate and execute the Contract for Assets – supply, maintenance, etc.
- Guide and oversee Incharge – IT to manage employees’ software and hardware related requirements, Data security, etc.
- Manage the IT cost of the organization

*\*Any other additional responsibility could be assigned to the role holder from time to time. The same would be discussed between the incumbent and reporting manager*



## **Role Specifications:**

### **Education**

- CA (preferred)
- CMA
- Master of Commerce / MBA (Finance)

### **Experience**

- Minimum Experience in Finance / Accounts roles – 10 Years
- Must have at least 2 years of experience in heading the department at a small organization or a vertical within F&A in a large organization
- Experience of handling HR, Administration and IT for 1-2 years is required
- Working experience on MS Office and Accounting ERP suite
- Experience in Not for Profit organizations is preferred

**Key Behavioural attributes**

- Team Leadership
  - Motivate People
  - Delegate and monitor
  - Foster Teamwork
  - Develop People
- Execution Focus
  - Building Trust & Relationships
  - Impact & Influence
  - Planning & Organizing
  - Communication
- Learning Focus
  - Learning Orientation
  - Analytical Thinking
- Adherence to Core Values of SLF
  - Dependability
  - Integrity
  - Mutual Respect
  - Spirit of Public Service
  - Leadership
  - Excellence



**Key Performance Indicators (KPI):**

**Finance & Accounts**

Sl .	Key Result Area (KRA)	Key Performance Indicator (KPI)
1	Focus on Financial Health of SLF	% adherence to organization budget
		% adherence to planned liquidity position e.g. Current Ratio, Cash Ratio
2	Focus on Internal / External Customers for the department	Adherence to timeline of payments to vendors (OR) Number of cases wherein payments were not made within cycle time & vendors complained
		Adherence to processing of payroll timelines
3	Focus on Delivery / Operational Excellence	Adherence to schedule for submission of tax/statutory returns
		Adherence to schedule for completion of annual budgeting process
		Adherence to schedule for closure of monthly / quarterly / yearly accounts & generation of Accounts Statements
		Level of accuracy – Number of instances of major error by self or team
		Number of Audit Findings (major)
		Adherence to agreed timelines for closure of Audit Findings
4	Focus on Development	Number of instances of penalties/ reported violations / non-compliance
		Number of new initiatives taken like cost saving, getting tax advantage, process improvement, etc.
5	Team Management	Effectiveness in managing team
		% adherence to goal setting and performance appraisal timelines for self and team members
		% adherence to person-hours of training per employee within the function

**Human Resources, Administration & IT**

Sl .	Key Result Area (KRA)	Key Performance Indicator (KPI)
1	Focus on HR, Admin & IT cost	% adherence to HR, Admin and IT budgets
		Areas identified for Cost Optimization in these verticals
2	Focus on Internal / External Customers for the department	Satisfaction of employees with HR, Admin and IT services
3	Focus on Delivery / Operational Excellence	% vacant positions filled within defined cycle time
		% adherence to schedule for completion of performance management process
		Man days of training delivered (Plan v/s Actual)
		Average Lead Time vs Standard time for resolution of IT issues
		Number of major findings in IT Audit
		Number of non-compliance reports for workplace / process audits



**How to apply:** Interested candidates can apply for this position by clicking on the following link and submitting their application.

<https://forms.gle/hwCmi5KT2mg6JU558>