

## **DEPUTY CHIEF FINANCIAL OFFICER**

### **Education**

CA/ MBA Finance/M. Com

### **Experience & Skills**

- For CA/ MBA (Finance) a total of 10 years of relevant experience.
- For M. Com a total of 13 years of relevant experience
- Excellent communication and presentation skills.
- Command on English & Hindi. Working knowledge of Gujarati is desirable.
- Comprehensive knowledge of Financial Software.

### **Job Chart**

- Preparing annual budget
- Preparing income- expenditure statement and balance sheet
- Finalizing audit reports / statements
- Monitoring all receipts and payments
- Liaising with auditors
- Providing honorary services to CPF, Gratuity Trust and Credit Society
- Undertaking FCRA related work
- Any other duty assigned by the Director

The person will be accountable for statement of accounts and all audit related queries.

Forward your resume within 15-days indicating your specialization, experience and expertise. Please specify your current organization along with the details of designation, current salary drawn and expected salary to: [jobs@ediindia.org](mailto:jobs@ediindia.org)