



# Institute of Actuaries of India

## Appointment of Head-Accounts & Finance on Full Time Basis

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 “Head-Accounts & Finance” on full time basis.

<b>Name of the Post</b>	Head - Accounts & Finance
<b>No. of Post</b>	One
<b>Age</b>	The candidate should not be over the age of 45 years as on 1.1.2019
<b>Qualifications</b>	A Degree in Commerce & Final pass of CA Examination
<b>Experience</b>	Candidate should have at least 8 years relevant work experience
<b>Emoluments and Benefits</b>	Competitive; indicate your last drawn salary including all allowances
<b>What is expected?</b>	<ol style="list-style-type: none"><li>1. Budget &amp; Budgetary Control</li><li>2. Books of Accounts</li><li>3. Tax Compliance</li><li>4. Matter related to Statutory &amp; Internal Audit</li><li>5. Costing of major services</li><li>6. Fund Management</li><li>7. Pay Roll</li><li>8. Receipt of Contributions</li><li>9. Payment of Employees &amp; Third parties</li><li>10. Serving Audit Committee</li><li>11. Filing /Defending tax related legal matter through Consultant / Advisor</li><li>12. Any other matters may be assigned by Competent Authority.</li></ol>
<b>Critical Generic Competencies</b>	<ol style="list-style-type: none"><li>1. Proven work experience as a Finance &amp; Account Role</li><li>2. In-depth understanding of cash flow management, Fund Management, bank reconciliation and bookkeeping</li><li>3. Hands-on experience with budgeting and risk management</li><li>4. Excellent knowledge of data analysis and forecasting models</li><li>5. Proficiency in accounting software</li><li>6. Solid analytical and decision-making skills</li><li>7. Leadership abilities</li></ol>
<b>Selection Procedure</b>	The selection procedure shall be by way of personal interview
<b>How to apply</b>	<p>Completed application on foolscap paper, along with a recent photograph and copies of requisite certificates/documents should reach us at the following address on or before. The envelope should be super scribed in the top corner “Head-Accounts &amp; Finance”.</p> <p>To, Mr. Dinesh Chandra Khansili Executive Director Institute of Actuaries of India Unit No. F-206, 2<sup>nd</sup> Floor, ‘F’ Wing, Tower 2, Seawoods Grand Central, Plot No. R-1, Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai 400 706 , Tel 22- 62433333</p> <p><b>Softcopy of Resume should also be mailed to <a href="mailto:ed@actuariesindia.org">ed@actuariesindia.org</a></b></p>