



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

Appointment of Head - Finance and Accounts

The Institute of Actuaries of India (IAI) is a statutory body established by an Act of Parliament, viz. The Actuaries Act, 2006 for regulating the profession of Actuaries in India. The nodal ministry for the Institute is Department of Financial Services, Ministry of Finance.

The affairs of the IAI are managed by a Council in accordance with the provisions of the Actuaries Act, 2006. The Council consists of 9 elected fellow members and 4 persons nominated by Central Government. Currently, two government nominees are from Department of Financial Services and one from Insurance Regulatory Development Authority.

IAI, is inviting applications for the post of “Head - Finance and Accounts”

Job Summary

The Head of Finance and Accounts will be responsible for overseeing and directing all financial functions, ensuring compliance with statutory regulations, and managing taxation matters. This leadership role demands a strategic thinker with strong analytical skills and in-depth knowledge of financial management, taxation, and regulatory compliance. The successful candidate will play a critical role in supporting the Institute’s mission and ensuring its financial health.

Key Responsibilities

1. Financial Management

- Oversee and manage the full spectrum of financial functions including accounting, budgeting, forecasting, and reporting.
- Develop and implement financial policies, systems, and procedures to ensure efficient and effective financial operations.
- Prepare and present financial statements and reports to the management and board of directors.



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2. Taxation

- Ensure compliance with all tax regulations and timely filing of tax returns.
- Manage and optimize the organization's tax liabilities through effective tax planning strategies.
- Stay updated with changes in tax laws and regulations and implement necessary adjustments in financial practices.

3. Compliance and Regulatory:

- Ensure adherence to all financial regulations and statutory requirements.
- Coordinate with auditors for annual audits and address any issues or discrepancies.
- Implement and maintain internal controls to safeguard the organization's assets.

4. Strategic Planning:

- Contribute to the development of the organization's strategic goals and objectives.
- Provide financial insights and recommendations to support decision-making processes.
- Monitor financial performance and suggest measures for improvement.

5. Leadership and Team Management:

- Lead and mentor the finance and accounts team, fostering a culture of high performance and continuous improvement.
- Conduct regular performance reviews and provide professional development opportunities for team members.

Qualifications

- **Education:**
 - Chartered Accountant (CA) or equivalent qualification.
 - Additional qualifications in finance, accounting, or business administration will be an advantage.



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- **Experience:**
 - Minimum of 10 years of relevant experience in finance and accounting roles, with at least 5 years in a senior management position.
 - Proven experience in managing taxation and compliance to regulations.
 - Experience in the education or professional services sector is preferred.
- **Skills:**
 - Strong financial management acumen; knowledge of accounting procedures and protocols, budget administration and financial forecasting, data analysis and reporting
 - In-depth understanding of taxation laws and regulatory requirements.
 - Excellent analytical, problem-solving, and decision-making skills.
 - Strong leadership and team management abilities.
 - Excellent communication and interpersonal skills.
 - Proficiency in financial software and tools.
 - Demonstrated capacity to think strategically with expertise in complex problem solving, decision making and critical thinking skills, displays good judgment.
 - Effective at proactively assessing and resolving conflicts

Personal Attributes

- Strong interpersonal skills and the ability to build relationships with stakeholders.
- Ability to interact with senior management professionals within and outside of the relevant industries.
- Proactive and self-motivated with a positive attitude.
- Flexibility and adaptability to changing priorities and demands.
- Ability to lead from front and result orientation

Age requirements

- Minimum Age - not less than 35 years
- Maximum Age - not more than 45 years

Working Conditions

- Permanent and full-time, based in Mumbai, India.



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- Occasional travel may be required.

How to apply

Please send your Resume to yinita@actuariesindia.org

Last date of submission of application is **29th March 2025**