

## **Manager - Accounts**

ICICI Foundation for Inclusive Growth

ICICI Foundation for Inclusive Growth (IFIG) was founded by ICICI Group as a Public Charitable Trust with ICICI Bank as a 'Settlor' in early 2008 to carry forward its work to promote inclusive growth amongst low-income households. The mission is to empower the poor to participate and benefit from the Indian growth process through integrated actions in the fields of primary health, elementary education, financial inclusion and sustainable livelihood. This will be achieved through active collaboration with the government and independent organizations.

**Brief Job Description:** Overall you will be responsible for financial and fiscal management aspects of the Foundation and will be responsible for payments, accounting and budgeting for business planning. The role involves working along with the procurement team for the life cycle of the orders for goods and services, ultimately leading to payment to the vendor partners, accounting and reconciliation. Role also involves coordination with administrative, legal and secretarial functions of the Foundation.

On an indicative basis, the key responsibilities for this position include:

- To ensure timely payments to vendors, staff etc. and to continuously streamline the payment process from efficiency and control perspective
- To ensure timely and correct accounting of all the transactions in the ERP system from a statutory as well as MIS perspective and regularly review the accounting process and the ERP for improving efficiency and
- To analyse the cost of operations for the different activities undertaken in detail for comparison across activities, across locations, across time periods, etc. and highlight opportunities for cost optimisation / process improvement
- To prepare detailed budgets for various activities being undertaken in coordination with the operations team, based on understanding of the cost elements, past trends, etc.
- To periodically monitor the cash flow and expenses, including monthly accruals, and analysis vis-vis the budgets for highlighting the deviations and initiating required corrective actions; MIS should provide an accurate reflection of the business activity
- To be responsible for all statutory reporting, financial statement preparation and filing, taxation requirements and all requirements for various statutory compliances applicable
- To formulate / review / update / streamline various policies and procedures for procurement, payments, accounting, fixed assets & other record keeping in compliance with applicable laws / best practices followed within ICICI Group and in the industry
- To coordinate with internal and external stakeholders including operations team, management of ICICI Group, auditors, etc. for discharge of responsibilities
- To manage the annual audit process in coordination with the appointed auditors to ensure statutory accounts are finalised as per timelines decided internally
- To manage the periodic internal audit processes with a target of minimal discrepancies / gaps in the processes
- To coordinate with the secretarial teams for convening meetings as required by the Trust Deed and ensuring compliance with requirements of the Trust Deed and with directions from such meetings

- To be the business owner of the ERP with responsibility for effective usage / further development of the system
- To provide financial and commercial inputs on legal agreements
- To ensure proper record keeping based on regulator and internal policies

Skills Required Proven ability to undertake qualitative and quantitative research

- Statistical and Analytical Skills have to be strong
- Excellent Communication, documentation and presentation skills
- High degree of familiarity with MS - Office
- Attention to detail and strong organizational skills
- Self-starter, go getter attitude
- Must be a Team player

Qualification Required:

- Chartered Accountant (CA)

Experience required:

- 6 to 7 years of post-qualification experience