

GOVERNMENT OF ANDHRA PRADESH
Information Technology, Electronics & Communications Department
Programme Management Office (PMO)

Post Code	Job Description	Key Competencies, Experience & Qualifications
513	<p>Director/Principal Consultant – Accounts & Finance</p> <p><u>Role Description</u></p> <p>As General Manager - Finance of the Program Management Office (PMO), the major responsibility will be to take care of Finance functions of the three societies. This includes budget planning, expenditure management, compliance to statutory requirements, etc as described below in detail. These are indicative and more responsibilities may be added or modified from time to time.</p> <p><u>Operational:</u></p> <ul style="list-style-type: none"> • Work with the heads of the three societies to understand the budget needs and prepare the plans accordingly. • Responsible for finance management and financial discipline. • Ensure compliance to the standard accounting practices. • Develop policies and procurement procedures, and other operational guidelines for compliance. • Responsible for policy revision and procedural changes in line with the changing times. • Institute internal audit mechanism and ensure its compliance • Ensure filing of all statutory requirements of the Societies in time to avoid any default. • Performance management of self against the set goals, identification of any training needs and providing superior performance. <p>Note: Any other role / responsibility as agreed and felt necessary by the CEO in the interest of the Organisation</p>	<ul style="list-style-type: none"> • M Com or MBA in finance. • Post qualification experience of around 15 -20 years in industry • Sound knowledge of government functioning • Ability to interface with stake holders and good communication skills • Age not more than 45 years