

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

Post Code	Job Description	Key Competencies, Experience & Qualifications
544	<p>Manager/Consultant – Accounts & Finance</p> <p><u>Role Description</u></p> <p>As 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. • Liaise with relevant agencies inside and outside to spend the relevant funds – as laid out. • Ensure compliance to the standard accounting practices. • Help to define and develop policies and procedures for day to day operations with respect to financial dealings. • Deal with adherence to policies and procurement procedures, and other operational aspects. • Revise policies; modify procedures in line with the changing times. • Coordinate with other relevant departments and staff to get decisions implemented. • Plan and get the internal audit done periodically – at least twice during the year. • Ensure filing of all statutory requirements of the Societies in time to avoid any default. • Escalate issues to the Head, PMO, in advance, to find appropriate solutions. • Coordinate with other agencies for various activities related to finance function. • 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 10 -12 years as a finance manager in industry • Sound knowledge of government functioning • Ability to interface with stake holders and good communication skills • Age not more than 40 years