

SOLAPUR-CITY DEVELOPMENT CORPORATION LTD.

CIN-U74990PN2016SGCI58985

Registered Office: Solapur Municipal Corporation,
'Indrabhuvan', Railway Lines, Solapur – 413001.

Recruitment Notice

Applications are invited for the following post

Name of the post : **Chief Financial Officer**

Education Qualification : Graduate or post-graduate in Commerce and Chartered Accountant with 3 years experience as Accounts or Finance Manager. Computer knowledge must.

Age: 21 to 50

Salary: Commensurate with experience and qualification.

Detailed Advertisement and how to apply is available on website: solapurcorporation.gov.in
Last date for submission of application is 13th October 2017.

Date: 25th Sept. 2017

Solapur

O.No. Smart/ 96

(Dr. Avinash Dhakne, IAS)

Municipal Commissioner, SMC & CEO,
SCDCL, Solapur.

Avil

Job Description

Chief Financial Officer

The Chief Financial Officer is the executive head responsible for financial management of SCDCL. He/ She is responsible for assessing financial needs and preparing annual and long term plans, raising funds to meet the requirements, drafting policies and rules to ensure compliance with best practices in financial management, authorizing cash flow to project specific and administrative expenses, and financial accounting and reporting.

Roles and Responsibilities

The broad rules and responsibilities of the CFO shall cover but are not limited to the following activities

- Develop overall financial strategy and plan for SCDCL
- Manage the budgeting process and develop internal controls to avoid budget over-runs
- Provide overall leadership in raising sufficient funds to meet the planned CAPEX and OPEX requirements of Smart City projects, and unplanned cost escalations and cash flow constraints
- Responsible for implementing the approved financial policies of SCDCL and ensuring compliance
- Responsible for preparation of annual budget (revenue and capital)
- Obtain necessary clearances and approval from the Governing Board and the Executive Committee for management of day-to-day operations
- Ensure accuracy of all the accounting records
- Ensuring that proper internal systems and controls are in place
- Preparation of financial statements cash and bank management
- Payroll management with the support of third party service provideer, as is necessary.
- Be part of the purchase committee and oversee all purchasing and payroll activity for staff, consultants, vendors and contractors
- Ensure statutory and regulatory compliances related to financial management functions
- Develop chart of accounts, reporting formats etc.
- Oversee accounts payment and accounts receivable and ensure a disaster recovery plan is in place

- Oversee the management and coordination of all fiscal reporting activities for SCDCL including – expense and balance sheet reports, utilization reports to funding agencies etc.
- Develop and maintain systems of internal controls to safeguard financial assets of SCDCL
- Support and facilitate the work of independent / statutory auditors ensuring all audit issues are resolved, and all compliance are met, and the preparation of the annual financial statements in accordance with applicable accounting standards

How to apply:

Interested and eligible candidates are requested to download the application form given on the website: solapurcorporation.gov.in and fill up and submit the scan copy of application to Email ID – solapurcitydcl@gmail.com. In the email for submission of application, please mention in the subject as "APPLICATION FOR THE POST OF CHIEF FINANCIAL OFFICER"

Selection Process:

After scrutiny of application, eligible candidates will be called for personal interview. No complaint for non-receipt of call will be entertained. No separate communication will be made to non-eligible candidates.

Terms & Conditions

- 1) Appointment will be on purely temporary and on contract basis, initially for one year, which may further be extended for further period, as per requirement.
- 2) Candidate should be well conversant with Marathi language.
- 3) No benefits available for regular government employees will be available to the selected candidates. No right for permanency will be available.
- 4) If the selected candidate wants to leave the job, he will require to give two months prior notice to that effect to the Company. Since appointment is on contract and purely temporary, selected person can be removed without any notice therefor.
- 5) All rights for appointment and removal are vested with the Chairman/CEO of the Company.
- 6) Selected candidate will be required to submit on stamp paper of Rs. 100/- that all the terms and conditions are agreed and binding on him.

Important Date

Last date for submission of application is 13th October 2017.

Date: 25th Sept. 2017

Solapur

Encl: Application format


(Dr. Avinash Dhakne, IAS)
Municipal Commissioner, SMC &
CEO, SCDCL, Solapur.

SOLAPUR-CITY DEVELOPMENT CORPORATION Ltd.

CIN : U74990PN201656C158985

Regd. Office : Solapur Municipal Corporation, Indrabhuvan, Railway Lines, Solapur

APPLICATION FORMAT FOR RECRUITMENT

(ONE FORM FOR ONE POST ONLY)

1. Post Applied For :

PASTE
RECENT
PASSPORT
SIZE
PHOTOGRAPH

2. **Personal Details**

a) Name		b) Father's Name/Husband's Name	
c) Date of Birth		d) Age as on today	
e) Sex		l) Marital Status	
g) Passport Details (No. & Valid upto)		h) Place of Issue Passport	
i) Category (SC/ST/OBC/GEN)		Nationality	

3.		Address for Correspondence	Permanent Address
	Address		
	Tel. No.		
	Mobile No.		
	E-Mail		

4 (a). Academic Qualifications in descending order

Sl. No.	Examination Passed	Name of Institution/University	Year of Passing	% of Marks/Grade	Specialization

4 (b). Professional Qualifications

Sl. No.	Examination Passed	Name of Institution/University	Year of Passing	% of Marks/Grade	Specialization

4 (c). Certification (if any)

Sl. No.	Course/ Certification	Field	Name of Institution/University	Year of Passing

(Signature of Candidate)

5 (a)

Employment Records
(Current Employment Record)

Sr. No.	Organization	Designation	Pay	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

5 (b) Past Experience :

Sr. No.	Organization	Designation	Pay	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

(Signature of Candidate)

6 Total Post Qualification Experience in years :

7.	Any other information relevant to the job :
8.	Expected Salary :

Note :

1. If the sheets above are not sufficient please attach extra sheets, wherever necessary.
2. Mentioned the list of documents attached alongwith the form.

(a).....

(b).....

(c).....

I certify that the information given above is true and correct.

(Signature of Candidate)