



APPAREL TRAINING & DESIGN CENTRE

Paridhan Vikas Bhawan, Plot No.- 50, Sector- 44
Institutional Area Gurgaon, Haryana-122003

ATDC, registered as a Society promoted by the AEPC in 1991 has emerged as India's largest vocational training provider for Apparel sector with about 200 centres Pan-India and also the preferred source of workforce and technical professionals for Apparel Sector, is looking for a high caliber Chartered Accountant with relevant experience as:

CONTROLLER OF FINANCE & ACCOUNTS

Location: National Head Office, ATDC, Gurgaon

Eligibility Criteria:

- A qualified Chartered Accountant with relevant experience of at least 10+ years of dealing with Finance & Accounts functions in preferably medium to large Vocational/Educational/ R & D Institutions/ Societies.
- Exposure to Government rules/procedures/GFR will be added advantage.
- The individual should have excellent analytical and forecasting skills and need to be proficient in Excel and should be IT savvy with presentation skills.

Desirables: Excellent written/oral communication in English/Hindi with leadership qualities being abreast of rules/updated accounts standards, procedures and compliance systems.

Key Job Roles & Responsibilities:

- Manage overall financial transactions/operations, cash flows, banking / proper utilization of Govt. funds / exploring new avenues for revenues etc.
- Accounting, payroll, financial reporting, GST/other tax matters and filings, compliance, e-governance, Insurance and internal/external audits.
- Improve and manage the financial planning and project management for approx. 200 centres across the country, forecasting of financial needs, cash management, initiating and preparing the Annual Budgets and quarterly reports, preparing the monthly and annual (internal & external) financial statements/utilization certificates for different Govt. / Corporate agencies etc.
- Assist the DG & CEO and other senior management team in proper management of financial parameters as well as governance of the Society including preparation of analytical charts/presentations and reports for the Board of Governors/external stakeholders.
- Ensure compliance of all statutory financial norms including GFR requirements.

Candidates meeting above criteria, may forward their application along with updated CV and recent passport size photograph in a sealed envelope marking "Application for Controller of Finance & Accounts" to the above address or by e-mail to hr@atdcindia.co.in with copy to dg@atdcindia.co.in on or before **5th September 2017**. Remuneration will be commensurate with qualifications and relevant experience. Application forms can be downloaded from www.atdcindia.co.in. For any assistance please call 0124-4659521/522.