

Assam Cancer Care Foundation

Advertisement Format **(To be filled by the user department)**

Details of Position to be Advertised

Designation	Min Qualification	Min Experience	Vacancy	Type of Employment	Report To
Lead-Finance & Accounts	CA/ICWA/MBA (Finance)	1 year	1	Permanent	Finance Controller

Roles and Responsibilities:

- To ensure preparation of Daily, Monthly & Quarterly cash flow forecast in coordination with Head Finance and Accounts.
- Control and monitor cash flows and ensure efficient treasury management.
- To manage banking relationships and opening various credit facilities.
- To ensure implementation of SOPs and streamline activities.
- To be responsible for preparation of Monthly/Quarterly MIS working schedules and present the same to the Head Finance and Accounts.
- To assist the Finance Controller in preparing the internal approval notes for the board's approval.
- To create necessary documentation and maintain paperwork.
- To ensure internal and legal compliance as per timelines.
- To ensure completion of task assigned by the Finance Controller towards the success of the cancer care program.
- To check for risk and report as and when it is observed.
- To develop strong and effective internal relationship with colleagues In all teams, through appropriate communication. Core team working and networking at all levels.
- Liaisoning with PMC for financial matters.