

JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**GENERAL MANAGER (FINANCE & ACCOUNTS)**

- i. Thorough knowledge of (Tally & ERP) accounting software and MS office is required.
- ii. Overall supervision of functions of finance and accounts department of the Company
- iii. Managing and coordinating for finalization of accounts, Standalone Balance sheet (SFS) & Consolidated Balance Sheet (CFS), its audit and ensuring timely adherence to audits queries and reporting etc. within the set due dates.
- iv. Handling the Internal Audit, Statutory Audit and Government Audit (CAG) and ensuring the strict compliance within timelines for its finalization.
- v. Handling the Banking operations and fund management / Treasury management of the Company.
- vi. Guiding Finance Teams during Govt. Audits, monitor audit compliance and proper response to queries from Govt. auditors (CAG).
- vii. Coordinating for ensuring tax compliances - Estimation and Payment of Advance Taxes, TDS, Timely filing of Income Tax Returns, GST compliances, Audits, replying to Notices (if any), preparing data and details for submission to Tax Authorities; Attending to Assessments, and Appeal Hearings etc..
- viii. Developing fund-raising strategy and institutional resources mobilization.
- ix. Independently manage and oversee all aspects of the finance function, including audit, taxation, and banking operations.
- x. Provide strategic financial guidance and support to the executive team, contributing to the overall growth and profitability of the company.
- xi. Develop and implement effective financial controls, policies, and procedures.
- xii. Oversee the creation of a work plan for fund generation and resource mobilization and constantly monitor its implementations.
- xiii. Ensure resource mobilization as per the standard operating procedures(SOP) and processes.
- xiv. Guiding the fund-raising activities of the Company in various form with competitive interest rates.
- xv. Monitor the policies and procedures, risk assessments, control frameworks, operating models, and optimization of processes.
- xvi. Project evaluation, designing and implementing risk strategies etc. for smooth flow of works.
- xvii. Raising additional funds/resources through Banks, Financial Institutions, bilateral & multilateral funding agencies etc. and its further investments in different projects.
- xviii. Responsibility of disbursement of funds as equity or debts in line with the requirements of different projects, following & ensuring compliance with respect to condition precedents/ Financial covenants, (if any).
- xix. Coordination with various Government Authorities, Ministries, and other agencies etc.
- xx. Ensuring compliances with all accounting, taxations etc. and reporting requirements as required & prescribed by relevant regulatory bodies within the scheduled time.
- xxi. Monitor progress, changes and keep senior leadership abreast of the financial status.
- xxii. Any other duties as assigned from time to time by the superior authority.

JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**ASSISTANT MANAGER (FINANCE & ACCOUNTS):**

- i. Thorough knowledge of (Tally & ERP) accounting software and MS office is required.
- ii. Provide assistance in undertaking of the legal and financial due diligence of the project as per the requirements.
- iii. Coordinating to senior officers in Balance Sheet preparations (i.e., SFS & CFS) and all audit activity etc.
- iv. Consistently analyzing of financial data and presenting financial reports in an accurate and timely manner. Clearly communicate monthly, quarterly, and annual financial statements of various SPVs and subsidiaries of SDCL.
- v. Review of the reports submitted by consultant for the project proposed to be undertaken by the company.
- vi. Responsibility of preparation monthly Bank Reconciliation Statement of SDCL Banks and Reconciliation of Interests for F.D.(s) made by SDCL in different banks and proper entries in Accounting Software (Tally / ERP) and its maintenance in Excel.
- vii. Maintain records of financial statements, Correspondences and other relevant documentation of all the SPVs and subsidiaries of SDCL.
- viii. Responsibility of preparation monthly Salaries for employees of SDCL and its timely disbursement accurately etc.
- ix. Undertake the other regular financial scrutiny, ledger scrutiny, accounting and taxation related work pertaining to the company on day-to-day basis.
- x. Responsibility of timely and accurately Return Filling for Direct Tax & Indirect Tax /(GST) etc.
- xi. Assist to Sr. Finance officers in supervising the outsourced accounting works.
- xii. Provide the inputs to Senior Management for taking decisions of various SPVs and subsidiaries of SDCL.
- xiii. Assist Sr. Finance officers in drawing in terms and conditions of the Shareholders Agreement, follow up for execution of Shareholder Agreement, continuous monitoring of shareholding pattern with respect to various SPVs. Managing organizational cash flow forecasting by working partnership with Sr. Manager (Finance) and other senior officials of SDCL.
- xiv. Assist to Sr. Manager (Finance) in managing and tracking the performance of invested assets, in alignment with the policies and investment guidelines.
- xv. Assist to Sr. Manager (Finance) in carrying out equity valuation/ Enterprise Valuation for various SPVs, coordination with various investors etc.
- xvi. Assist to Sr. Manager (Finance) for preparation quarterly / Annually Balance Sheet (SFS & CFS) and its audit etc..
- xvii. Responsibility to perform other assignments as assigned by seniors as & when required etc.
- xviii. Any other duties as assigned from time to time by the superior authority.

JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**MANAGER (PROJECTS)**

- i. To undertake detailed Technical due diligence of the projects which is required in estimating/approving the project cost related to the identified projects
- ii. Review of the reports submitted by the consultant for the projects proposed to be undertaken by the company.
- iii. Provide comments on the project cost and suggest way to reduce the project cost/operating cost by deploying state of art technology
- iv. Provide inputs to various SPVs in order to bring efficiency in O&M of the project
- v. Provide various implementation/procurement models for the selection of SPV partner/consultants/ contractors
- vi. Preparation of RFP/RFQ documents related to the projects for selection of SPV partner, consultants, contractors etc.
- vii. Responsible for Bid Process management in the selection of contractors, consultants etc. for the various projects
- viii. Contract Management with respect to various project activities of the project.
- ix. Review the submission and recommend for the payment based on the milestone set forth in the contract.
- x. Coordinate with Accounts and Finance team for reconciliation of accounts if required
- xi. Provide the inputs to Senior Management for the Board Meetings of various SPVs with regard to technical parameters of the projects
- xii. Assistance in carrying out equity valuation/Enterprise Valuation for various SPVs, coordination with various investors etc.
- xiii. Any other duties as assigned from time to time by the superior authority.

JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES

ASSISTANT MANAGER (PROJECTS)

- i. To undertake detailed Technical due diligence of the projects which is required in estimating/approving the project cost related to the identified projects
- ii. Review of the reports submitted by the consultant for the projects proposed to be undertaken by the company.
- iii. Provide the inputs to Senior Management for the Board Meetings of various SPVs with regard to technical parameters of the projects
- iv. Regularly review operating parameters of the Projects and update on the various issues pertaining to SPVs for resolution at Board Meeting
- v. Monitoring of the Physical progress of the projects undertaken by the company.
- vi. Monitoring of the Monthly progress of the various SPVs and suggest ways for improvement in terms of handling of traffic.
- vii. Coordination with all the stakeholders of the Projects
- viii. Maintain records of correspondences and other relevant documentations for all the SPVs.
- ix. Supervise the outsourced technical works
- x. Assistance and carrying out equity valuation/ Enterprise Valuation for various SPVs, coordination with various investors etc.
- xi. Any other duties as assigned from time to time by the superior authority

JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES

EXECUTIVE (PROJECTS)

- i. To undertake detailed Technical due diligence of the projects which is required in estimating/approving the project cost related to the identified projects
- ii. Review of the reports submitted by the consultant for the projects proposed to be undertaken by the company.
- iii. Provide the inputs to Senior Management for the Board Meetings of various SPVs with regard to technical parameters of the projects
- iv. Regularly review operating parameters of the Projects and update on the various issues pertaining to SPVs for resolution at Board Meeting
- v. Monitoring of the Physical progress of the projects undertaken by the company.
- vi. Monitoring of the Monthly progress of the various SPVs and suggest ways for improvement in terms of handling of traffic.
- vii. Coordination with all the stakeholders of the Projects
- viii. Maintain records of correspondences and other relevant documentations for all the SPVs.
- ix. Supervise the outsourced technical works
- x. Assistance and carrying out equity valuation/ Enterprise Valuation for various SPVs, coordination with various investors etc.
- xi. Any other duties as assigned from time to time by the superior authority