

ADVERTISEMENT FOR HIRING OF CONSULTANT-FINANCE & GENERAL ADMINISTRATION

Footwear Design & Development Institute popularly known as FDDI, working under the aegis of Ministry of Commerce & Industry, Govt. of India. FDDI is looking for Consultant – Finance & General Administration. This key role will be responsible for overseeing financial operations and general administrative functions to ensure the smooth and efficient running of the organization. He shall be responsible for maintaining and continuously improving the monthly, quarterly and annual closing processes, as well as effectively integrating the finance function into the operations of the Institute, building relationships with key Management leaders in the organization and ultimately leading to more effective planning and decision support. The following are the criteria and terms and conditions for the selection of the candidates:

1. Required Experience:

- I. Should have an experience of atleast 20 years which shall include experience in the field of Finance & General Administration.
- II. Should have managed Finance related work, which include Forecasting, Planning, Budgeting and Auditing.
- III. Should have an experience in Review all financial plans and budgets regularly to look for cost reduction opportunities.
- IV. Should have experience in administration work such as store management, Provisioning, Inventory Control, Procurement Warehousing, Vendor Management.
- V. Experience of maintenance and documentation of accounting procedures & policies but not limited to only finance department but also materials management.
- VI. Experience of maintaining robust relationships with external auditors and banks & financial institutions.

2. Attributes:-

- I. Detail-oriented with a high level of accuracy.
- II. Strong analytical and problem-solving skills.
- III. Ability to work independently and collaboratively in a fast-paced environment.
- IV. Exceptional organizational and time management skills.
- V. Ethical and accountable with a commitment to confidentiality.

3. Educational Qualification: Master of Business Administration (MBA) from a recognized university.

4. Compensation: Negotiable

5. Period of engagement: will be initially engaged for a period of One Year.

6. Functional Responsibility: The Consultant shall be reporting to Managing Director through Secretary FDDI.

7. **Age Limit:** Candidate should be below 58 years of age as on date 01 Jan 2024.
8. **Method of Selection:** The selection of the candidates shall be through interview.
9. **Travelling Allowance & Daily Allowance:** The Consultant - Technical, if required, may have to undertake domestic tours subject to approval of competent authority. The entitlements for the tour shall be as per FDDI policy.
10. Interested candidates may apply in the prescribed format annexed herewith attaching the copies of relevant supporting documents (duly self-attested and scanned) regarding qualification, experience, age proof, etc. to email- jobs@fddiindia.com. The last date of submission of application in the prescribed format along with CV Shall be 15 days from the date of publication of advertisement in the website.
11. Incomplete and date bar applications will not be considered. Only short-listed candidates will be invited for the interview.
12. Last date of submitting application is **15.01.2024**.