



Assam Cancer Care Foundation
V. K Trade Centre, 3rd Floor, Opp Down Town Hospital
G.S Road-Guwahati-781022
(Joint initiative of Govt. of Assam and Tata Trusts)

Designation	Min Qualification	Min Experience	Vacancies	Type of Employment	Report To
Finance Controller	CA	15 years	1	Permanent	Chief Operating Officer

Candidates with hospital experience is preferable.

Roles and Responsibilities:

Planning: -

- Assist in formulating the company's direction and supporting tactical initiatives
- Monitor and direct the implementation of business plans
- Develop financial and tax strategies
- Manage the capital request and budgeting processes
- Develop performance measures and monitoring systems that support the company's strategic direction

Operations: -

- Participate in key decisions as a member of the senior management team and maintain good & healthy relations with the members of the management team.
- Manage any third parties to which accounting or finance activities have been outsourced
- Manage the accounting, legal, tax, and treasury departments
- Oversee the company's transaction processing systems
- Implement operational best practices
- Supervise partnership due diligence and negotiation
- To oversee all the financial accounting of the CSR related grants

Financial Information: -

- Oversee the issuance of financial information
- Personally review and approve all statutory filings
- Report financial results to the board of directors

Risk Management: -

- Understand and mitigate key elements of the company's risk profile
- Monitor all open legal issues involving the company, and legal issues affecting the industry
- Construct and monitor reliable control systems
- Maintain appropriate insurance coverage
- Ensure that the company complies with all legal and regulatory requirements
- Ensure that record keeping meets the requirements of auditors and government agencies
- Report risk issues to the audit committee
- Maintain relations with external auditors and investigate their findings and recommendations

Funding: -

- Monitor cash balances and cash forecasts
- Invest funds