



# SRI SATHYA SAI INSTITUTE OF HIGHER LEARNING

(Deemed to be University)

## EMPLOYMENT OPPORTUNITIES ADMINISTRATIVE VACANCIES

ADMINISTRATIVE OFFICE

### JOB OVERVIEW

**Finance Officer**

ADMINISTRATIVE OFFICE, SSSIHL (Men Applicants Only)

No. of Vacancies

1

Remuneration

₹50,000 / per month (consolidated)

Closing Date of Application

28 February 2018

### DESCRIPTION

The Finance Officer shall be responsible for the budgeting and financial accounting of the University.

### RESPONSIBILITIES

- > Manage funds and investments of the University
- > Prepare Annual Budget and present to the University Board of Management
- > Prepare Annual Accounts and present to the University Board of Management
- > Oversee all financial matters pertaining to the university including financial expenditure as per rules

### REQUIREMENTS

- > A qualified Chartered Accountant or an equivalent qualification
- > Minimum of 15 years experience in the relevant field of activities with commercial or professional accountancy firm
- > Experience of Budgeting and Financial Accounting etc., in autonomous bodies / Universities will be desirable
- > Good working knowledge of rules and regulations relating to deemed to be Universities and their accounts / audit and related finance matters will be desirable
- > Good English communication skills, both written and verbal
- > Ability to show initiative and forward planning skills in relation to projects, tasks and time management
- > Appreciation of a values-based lifestyle based on the teachings of Sri Sathya Sai Baba is essential and conducive to the unique, disciplined environment in the office.

### HOW TO APPLY

Interested candidates can apply by sending their resume / CV via email to [registrar@sssihl.edu.in](mailto:registrar@sssihl.edu.in) before the closing date of application.

Shortlisted applicants will be invited for an interview at the Administrative Office, SSSIHL at Prasanthi Nilayam.