



Ref.: Advt.Rect./SM(F&A)/2023/004/W

Date: 05/09/2023

**ADVERTISEMENT FOR THE POST OF
SENIOR MANAGER (FINANCE & ACCOUNTS)**

National Insurance Academy (NIA) is an apex Educational, Training and Research Institute in the field of Insurance, Pension and Management established on 16th December 1980 by public sector insurance companies. NIA conducts Management Development Programmes for Insurance Industry and also a two year PGDM recognised by AICTE.

The Academy invites applications from interested persons to fill up the position of Senior Manager (Finance & Accounts). The incumbent shall be In-charge of the Finance & Accounts department of the Academy and shall supervise, manage and direct all the work of the Academy's accounting, auditing, budgeting, finance, taxation, statutory compliances and allied activities in coordination with all other administrative and academic departments, external consultants, Government departments and other stakeholders. The incumbent shall report to the Director / Chief Administrator and be responsible to guide the Academy in all such Accounts and Finance related matters.

SR. NO.	ELIGIBILITY CONDITIONS	
1	Job Title:	Senior Manager (Finance & Accounts)
2	Minimum Qualifications & Experience	CA/ICWA with minimum 10 years post qualification work experience in similar reputed educational institute/University/ Commercial Organisation.
3	Age:	Minimum 35 years – maximum 45 years. Can be relaxed in case of exceptional, deserving candidates with commensurate exposure.
4	Remuneration	Level 11 (67700-208700) of pay matrix as per 7 th CPC Gross Emoluments including HRA is approx. Rs.1.18 Lakhs.
5	Other benefits	<ul style="list-style-type: none">• Contributory PF @ 12% of Basic + DA• Gratuity• LTC after confirmation• Health Insurance• Phone / Newspaper / Domiciliary Medical reimbursement• Housing Loan interest subsidy as applicable.• Leave – 30 days Earned leave, 20 days Sick leave (half Pay) and 8 Days casual leave per year.• Any other facilities as per NIA Rules.
6	Probation	Probation period will be 1 year which can be extended for one more year if performance is not found satisfactory.

Indicative Responsibilities (not exhaustive):

- To monitor, control and supervise financial activities of academy and report periodically to Director and other senior officials about revenue and expenditure, MIS, Reconciliation and follow up with debtors.
- To prepare annual budget and exercise control over expenditure. Monitoring and Analysis of budget variance. Preparation of Audit committee agenda and minutes. Ensuring compliance to financial authority and relevant guidelines.
- Reconciliation and proper handling of bank accounts. Monitoring investments. Monitoring cash and fund flow to ensure liquidity. Timely payment of salary and other benefits to employees. Timely and accurate payments to vendors and contractors.
- Timely Statutory compliance viz income tax, GST, Charity commissioner, Service Tax, Professional Tax etc.
- Coordinate quarterly internal and statutory audit and prepare quarterly and annual statements to be presented in audit committee meetings and prepare necessary returns to be filed with charity commissioner, income tax authorities, GST authorities, Professional Tax authorities etc.
- Proficiency in Tally and computer operations is mandatory.
- Any other role and responsibility may be assigned by competent authority from time to time.

Application Process:

- The application in the prescribed format given in the *Annexure*, along with self-attested copies of relevant documents wherever necessary, addressed to “The Director, NIA” and **one page write up on how the applicant is suitable for the job** must be sent on email id: sm.fna@niapune.org.in and by post to:

Mrs. Anita Date
Executive Secretary to Director &
Senior Manager Establishment
National Insurance Academy
25, Balewadi, Baner Road, NIA P.O.
Pune – 411045

The applicant should mention “**Application for Senior Manager (Finance & Accounts)**” in the subject head of email and on top of the envelope.

- Application sent on any other email id other than sm.fna@niapune.org.in will not be considered.
- Incomplete applications will be rejected.
- The last date for receipt of applications is **29th September 2023**.

Selection Process:

- The Screening Committee constituted for the purpose shall assess all applications, which meet the eligibility criteria and select after interviewing the shortlisted candidates.
- The selection will be strictly on the basis of merit and suitability for the post. Canvassing in any form will be a disqualification.
- The decision of the Academy in all matters relating to the selection process shall be final and no correspondence shall be entertained in this regard.
- The Academy reserves the right to reject any or all the applications and / or cancel the selection process at any stage without assigning any reason.
- The selection of the candidate will be at the sole discretion of the Academy.
- The selected candidate will be required to join immediately.