

Finance Department

Job Title	General Manager, Finance Department
Position Level	General Manager
Reports to	CEO
Function	<ul style="list-style-type: none"> Accountable for overall planning, directing, controlling and management of finance, accounts, taxation, banking, insurance, treasury, budgeting, cost control, financial reporting and financial compliance at DCCL. Ensure strategic financial planning and analysis, treasury, working capital management, cost and profitability analysis, management reporting, risk management and decision support. Ensure proper financial compliance is maintained at the highest standards at all times and guarantee seamless flow of funds for DCCL operations and strategic priorities. Lead improvement of capital structure, cash flow planning, funding strategy, debt/service cost monitoring, investment analysis and financial risk mitigation. Enable the CEO, Board and management to make evidence-based decisions through timely financial analysis, MIS, performance monitoring and business advisory support.

Accountabilities/Responsibilities

Strategic

1. Contribute significantly to development of DCCL long-term business plans and annual business plans based on discussions with Board, CEO and divisions/sections.
2. Assist the CEO in setting financial strategic direction to meet DCCL vision, mission, business objectives, profitability targets and sustainability requirements.
3. Lead as a strategic finance partner for budgeting, business planning, capital structure improvement, investment appraisal and financial risk management.
4. Provide financial insights on production scale-up, cost optimization, pricing, working capital, financing options, major projects and outsourcing decisions.
5. Coordinate with Corporate Strategy Office on financial analysis, performance monitoring, project appraisal, risk registers and management reporting.

Financial

1. Communicate assumptions and guidelines for preparation of annual budgets to all functions.
2. Consolidate and finalize DCCL annual budget based on inputs from all functions, aligned with business goals, and submit to CEO and Board for approval.
3. Prepare cash flow estimates, funding requirements, treasury plans, working capital plans and financing options based on the approved budget.

4. Undertake periodic review of achievement of financial milestones and initiate corrective action plans as appropriate.
5. Facilitate preparation and finalization of accounts, balance sheet, profit and loss statement, cash flow statement and completion of statutory/tax audits as per laws of the land.
6. Ensure timely banking, insurance, taxation, statutory filing, customs/GST or relevant regulatory compliance and financial documentation.
7. Lead improvement of capital structure, financing costs, liquidity position and fund utilization through effective treasury management.
8. Educate function heads on effective financial management practices and periodically apprise the leadership team of operational financial risks such as collection risks, inventory risks, cost escalation and tax compliance risks.

Customer

1. Provide timely financial advisory support to management and the Board.
2. Ensure internal customers receive reliable budget, payment, revenue, costing, procurement, inventory, receivable and financial compliance support.
3. Maintain professional relationships with banks, financial institutions, insurers, auditors, tax authorities, regulators, customers, vendors and other stakeholders.
4. Coordinate with other Departments and Corporate Strategy Office to provide accurate financial information for operational and strategic decisions.
5. Ensure timely payment processing and financial support for critical operations without compromising controls and compliance.

Process

1. Set up processes to continuously monitor costs including raw materials, packing materials, power and fuel, spares, logistics, manpower, maintenance and overheads against budget and industry norms.
2. Strengthen financial planning and analysis by preparing periodic MIS, variance analysis, cost dashboards, profitability analysis, working capital reports and financial risk reports.
3. Facilitate monitoring systems to track compliance with financial regulations, taxation, customs, procurement-related financial controls and internal policies.
4. Along with Internal Audit, draw up an internal audit calendar and facilitate completion of audits and timely closure of audit observations.
5. Ensure proper internal controls over revenue, receivables, payables, inventory valuation, fixed assets, cash/bank, taxation, insurance and financial reporting.
6. Develop and maintain systems for revenue assurance, billing accuracy, reconciliation of customer/vendor accounts and timely recovery of receivables.
7. Strengthen treasury processes including fund flow forecasting, bank relationship management, debt servicing, investment of surplus funds and monitoring of finance cost.
8. Prepare monthly/quarterly management reports covering financial performance, budget variance, cost trends, cash flow, working capital, tax compliance, insurance and key risks.
9. Support outsourcing and productivity improvement decisions by identifying non-core activities, cost implications, savings potential and control requirements.

10. Ensure closure of all audit non-conformities related to Finance within specified timelines and prepare risk mitigation plans.

People

1. Drive development of high potential finance talent and create a leadership pipeline within the Finance Department.
2. Ensure timely goal setting, monitoring, review and appraisal for Finance Department staff.
3. Provide guidance, counselling and feedback to subordinates to ensure a motivated, accountable and competent finance team.
4. Build capability in financial reporting, taxation, treasury, costing, FP&A, ERP/SAP finance modules, financial modelling, controls and business advisory.
5. Provide financial literacy and budget discipline support to other functional heads as required.

Functional Dimensions and Contextual Information	
Staff	<p>The following positions/functions shall directly report to the General Manager, Finance Department:</p> <ol style="list-style-type: none"> 1. Head, Finance Section 2. Head, Accounts Section
Internal/ External Roles	<p>Internally:</p> <ul style="list-style-type: none"> • Maintain professional working relationships with staff of the Finance Department. • Ensure learning, growth, performance monitoring and competency development of Finance Department staff. • Facilitate financial discipline, budget ownership and data-based decision-making across the company. <p>Externally:</p> <ul style="list-style-type: none"> • Maintain professional relationships with banks, auditors, tax authorities, insurance providers, regulators, vendors, customers and relevant external stakeholders. • Facilitate collaboration with external parties for financing, compliance, audit, taxation, insurance and financial reporting requirements.
Qualification, Knowledge, Skills and Experience	<p>Qualification:</p> <ul style="list-style-type: none"> • Minimum Bachelor’s Degree in Accounting/Finance/Commerce or related field from a recognized university obtained on a full-time mode, preferably MBA/CPA/CFA/ ACCA or equivalent professional qualification from a recognized college/university. <p>Experience:</p> <ul style="list-style-type: none"> • Should have completed at least 10 years of relevant experience including study period of 18 months after a formal degree, preferably with leadership exposure in finance, accounts, treasury, taxation, audit, budgeting and financial strategy in medium to large organizations. <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Proven experience as a finance or similar leadership role. • Strong knowledge of financial management, accounting standards, taxation, banking, insurance, treasury and audit compliance. • Understanding of budgets, business planning, working capital, capital structure, financing options and financial risk management. • Ability to conduct financial analysis, cost analysis, profitability analysis, financial modelling and investment appraisal. • Excellent communication, negotiation and stakeholder management skills. • Leadership and organizational abilities with strategic thinking and problem-solving aptitude. • Good analytical and numeracy skills. • Strong ERP/SAP finance, MIS and digital reporting capability. • High integrity/ethics and ability to meet deadlines.
Employment Type	Contract

Key Performance Measures	Financial	Ensure financial discipline, budgetary control, working capital optimization, cash flow accuracy, and finance cost reduction.
	People	Strengthen Finance Department capability, accountability, and performance culture through training and timely PMS completion.
	Process	Improve accuracy, timeliness, compliance, reconciliation, audit closure, and reliability of financial reporting and controls.
	Strategic	Enhance financial governance, decision-support systems, capital structure, and long-term financial sustainability of the organization.