

## AMARAVATI DEVELOPMENT CORPORATION LIMITED (CIN: U93000TG2015SGC099009)

**AMARAVATI DEVELOPMENT CORPORATION LIMITED (ADCL)** is a company promoted by the Government of Andhra Pradesh for the development and implementation of Trunk Infrastructure works in the New Capital City of Andhra Pradesh – Amaravati. ADCL is inviting applications from eligible candidates for the following position on a contractual basis.

Sl. No	Post Code	Position & No of Posts	Qualification and Experience
1	ADCL/HR/204/F&A/CFO/01	Chief Financial Officer (1)	<p><b>Qualification:</b> CA/ICWA or equivalent</p> <p><b>Experience:</b> Minimum 10- 15 years of experience in budgeting corporate planning, Financial Management, accounting procurement and contracting, Auditing, Taxation, Fund Management, Management Accounting &amp; MIS in companies and corporations, GST and IT filings, Monthly, Quarterly, Annually, Account Manual, etc</p> <p><b>Desired Experience:</b> Excellent Communication and presentation skills. Professionalism in Computer applications and implementation of computerization programs in financial/accounting/store/personal management is desirable.</p> <p><b>Functional Responsibility – (A) Managerial</b></p> <p>To effectively manage the finance and accounts functions with proper systems and controls; To establish a system and procedure that will bring positive results; To ensure random checks are carried out to monitor the functioning system; To obtain feedback and take corrective measures for improvement in the system and procedures; To effectively manage the company affairs and related legal matters; To create the proper environment for the development and upgradation of skills in managing the company affairs; To ensure proper intra-group, intradepartmental, and inter-organizational working relations; To implement systems and procedures for consistency and quality in working</p>

**Qualification and Experience**

**Functional Responsibility – (B) Functional**

Overall, in charge of developing, and maintaining financial and accounting policies and procedures; Corporate fund planning and financial management; Developing proper systems and control; Statutory compliance in the finance function; Advising in material procurement/works contract; Coordination and interaction with functionaries as well as with other outside agencies concerned and Government Departments in the best interest of the organization; Formulating good systems and procedures for smooth and effective management of company affairs; Ensuring statutory compliance with company law and various other legislation; Ensuring effective training and development to update and upgrade skills of officers and staff; Building quality knowledge base on all legal matters with special emphasis on company law; Maintaining cordial and healthy work culture with positive outlook facilitating organizational growth and excellence

Manage and oversee the daily operations of the accounting department including (i) treasury, budgeting; cash forecasting; revenue and expenditure variance analysis; capital assets reconciliations; fixed asset activity; Arranging for debt/equity funding activity; Statutory compliances; MIS; accounts payable/receivable; payroll and utilities (ii) Monitor and analyze accounting data and finalize financial reports and statements (iii) Coordinate and complete annual audits within a timeline

Proven knowledge of bookkeeping and accounting principles, practices, standards, laws, and regulations in any other function as entrusted by the Chairperson & Managing Director

**Notes :**

- (i) Interested candidates are requested to submit their resume / CVs by mentioning the post code and job title to the email id [recruitment.adcl@gmail.com](mailto:recruitment.adcl@gmail.com) by **April 02, 2025** (17:30 Hrs).
- (ii) This position is based in Vijayawada/ Amaravati.
- (iii) Applications through posts and physical submission will not be accepted.