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## **JOB DESCRIPTION**

**Position Title:** Campus Head

**Department:** Finance & Accounts

**Location:** IMI Bhubaneswar Campus

**Reporting To:** Director / CFO

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### **Role Overview**

The Campus Head – Finance & Accounts is responsible for overseeing the complete financial management of the campus, ensuring accuracy, compliance, transparency, and efficiency in all accounting operations. The role involves strategic financial planning, statutory compliance, audit coordination, and effective fund management to support the institution's academic and administrative objectives.

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## **Key Responsibilities**

### **1. Financial Management & Accounting**

- Oversee day-to-day accounting operations (GL, AP, AR, payroll, bank reconciliation)
- Ensure timely preparation of monthly, quarterly, and annual financial statements
- Maintain accurate books of accounts as per applicable accounting standards
- Monitor cash flow, fund utilization, and financial controls

### **2. Compliance & Regulatory**

- Ensure compliance with Income Tax, TDS, GST, PF, and other statutory requirements
- Handle filings, returns, and assessments with regulatory authorities
- Liaise with auditors, tax consultants, and government authorities

### **3. Budgeting & Financial Planning**

- Prepare annual budgets and periodic forecasts
- Monitor budget vs actuals and provide variance analysis
- Advise management on cost optimization and financial planning

### **4. Audit & Internal Controls**

- Coordinate statutory, internal, and tax audits
- Strengthen internal control systems and processes
- Ensure proper documentation and audit readiness

### **5. Team Leadership**

- Lead and supervise the accounts team
- Allocate responsibilities and ensure timely deliverables
- Build a culture of compliance and accountability

## **6. MIS & Reporting**

- Develop and present financial MIS reports to management
- Support decision-making through financial insights and analysis
- Prepare reports required by governing bodies/accreditation agencies

## **7. Institutional Finance Handling**

- Manage fee accounting, scholarships, grants, and donations
- Oversee vendor payments and contract compliance
- Handle financial aspects of projects, events, and institutional initiatives

## **Qualifications & Experience**

- Chartered Accountant (CA) or Postgraduate in Finance (M. Com / MBA - Finance) with a minimum 10 years of relevant experience.
- Strong knowledge of accounting principles, taxation, and statutory compliance.
- Proficiency in modern accounting software and MS Office tools.

## **Key Skills & Competencies**

- Financial planning and analytical skills
- Attention to detail and accuracy
- Leadership and team management
- Strong communication and coordination skills
- Integrity and confidentiality in handling financial data

**Employment Type: Full-Time**

**Compensation: As per institutional norms**

**Kindly send your complete resume to [career@imibh.edu.in](mailto:career@imibh.edu.in)**