

BIHAR VIKAS MISSION

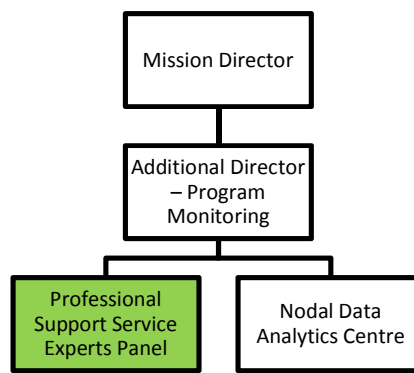
Job Description



1. General Information

Position Title:	Fund Management Expert
Reports to:	Additional Director – Program Monitoring
Department:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



3. Key Accountabilities

Strategizing and Expert Advisory

- Support the Mission Director, Additional Director - Program Monitoring and related functionaries in the development of fundraising strategy and action plans
- Contribute to the Mission's work plan related to identification and development of relationships with possible funding partners for specific schemes, departments, domains or the Mission as a whole through insightful analysis, modelling and innovative solutions
- Conduct domain research and provide insights and perspective to ensure incorporation of best practices, for raising funds for development projects from national and international agencies / funds, from across Departments in the State and Central Governments
- Provide guidance to the Mission in interpretation and compliance with legal and financial rules, codes and other modalities related to engagement with external funding agencies
- Support the Department in required process and system reforms to ensure effective implementation of the strategic plan and its continuous monitoring, as required
- Provide expert advice to the Mission for development of proposals and presentations for engagement with potential funding partners
- Review the success and achievements of the partnerships forged against the agreed targets, identifying strengths, weaknesses and areas for improvement
- Establish and build partnerships with relevant national and international, bilateral and multilateral organizations like International Monetary Fund, World Bank, Asian Development Bank, DfID-UK, Japan International Cooperation Agency and other leading organizations to garner financial support for development initiatives in the State

Continuous Improvement

BIHAR VIKAS MISSION

Job Description



- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

Related Assignments

- Perform other related duties or assignments as and when required

4. Qualifications and Experience

Minimum

- Chartered Accountant (completed) (full time) from ICAI or PG Diploma or Master's degree (full time) in Finance
- Minimum 8 years of post-qualification experience in the domain of financial management / investments

Preferred

- Less than 65 years of age as on 1st January 2020
- Experience in managing fund raising activities for government / non-profit / development sector organizations or projects
- Proven track record of working with state / central government organizations / bilateral / multilateral organizations on programs of similar nature and size (such as IMF, World Bank, DFID, ADB etc.)
- Chartered Accountant (completed) from Institute of Chartered Accountants of India along with PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Finance.

OR

Cost & Management Accountant (previously known as Cost Accountant) (completed) from Institute of Cost Accountants of India (Previously known as Institute of Cost & Works Accountants of India) along with PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Finance

5. Knowledge and Other Skills

- Strong interpersonal and networking skills
- Experience of policy and process design, operations development and management in the domain of fund management
- Exposure to the General Finance Rules of the Government of India, Indian Accounting Standards, and FCRA Regulations and broad understanding of the Rules of Executive Business
- Strong numerical and analytical skills