

Assistant Vice President of Finance (AVP Finance)

Location: Pune, Maharashtra.

Duration: Full Time No. of position: 1

EvolveBPM is seeking a dynamic individual to be hired as an Assistant Vice President of Finance (AVP Finance) at our Pune office who will play a critical role in overseeing financial operations of the organization.

Role Brief:

The AVP Finance will report directly to the Vice President / Chief Financial Officer (CFO) or CEO and will be responsible for managing and coordinating various financial functions internally and externally to ensure the organization's financial health and compliance with regulatory requirements globally.

- Financial reporting and financial compliance requirements.
- Managing appropriate financial schedules and payroll finalization.
- Managing the cash flows and disbursements.
- Manage international company accounts and transactions across various client locations.
- Overseeing the AP, AR records.
- Client billing and collections
- Revenue management and managing various supporting reports (Sales, booking order, forecast, and other revenue reporting's)
- Procurement
- Administration
- Managing finance data and transactions on various finance tools including Tally.

Key Responsibilities:

1) Financial Planning and Analysis:

- Develop and maintain financial models to support strategic planning, budgeting, and forecasting processes.
- Analyse financial data and performance metrics to identify trends, opportunities, and risks.
- Provide insights and recommendations to senior management for informed decision-making.

2) Budgeting and Forecasting:

- Lead the annual budgeting process, working closely with department heads and senior leadership to establish financial targets and goals.
- Monitor budget performance and variance analysis, providing regular updates and recommendations for adjustments as needed.

- Develop rolling forecasts to provide ongoing visibility into the organization's financial outlook.

3) Financial Reporting:

- Oversee the preparation and distribution of accurate and timely financial statements, including income statements, balance sheets, and cash flow statements.
- Ensure compliance with Generally Accepted Accounting Principles (GAAP) and relevant regulatory requirements.
- Prepare and present financial reports to senior management, board of directors, and external stakeholders.

4) Treasury Management:

- Manage cash flow and liquidity to optimize working capital and support operational needs.
- Monitor banking activities and maintain relationships with financial institutions.
- Develop and implement strategies to mitigate financial risks, such as interest rate fluctuations and foreign exchange exposure.

5) Internal Controls and Compliance:

- Establish and maintain robust internal controls to safeguard assets and ensure the integrity of financial reporting.
- Conduct periodic audits and assessments to evaluate compliance with policies, procedures, and regulatory requirements.
- Coordinate with internal and external auditors to facilitate audits and address findings and recommendations.

6) Strategic Initiatives:

- Collaborate with cross-functional teams to support strategic initiatives, such as mergers and acquisitions, capital investments, and business expansion.
- Conduct financial due diligence and analysis to assess the financial viability and risks associated with potential opportunities.

7) Team Leadership and Development:

- Build and develop a high-performing finance team, providing guidance, mentorship, and professional development opportunities.
- Foster a culture of accountability, collaboration, and continuous improvement within the finance department.
- Delegate responsibilities effectively, ensuring workload distribution and alignment with team members' skills and capabilities.

Qualifications and Skills:

- CA (Chartered Accountant) or relevant professional financial or accounting certification.
- In-depth knowledge of financial regulations, accounting principles, and financial markets.

- Proven experience in a senior finance role for a minimum of 10-12 years with a track record of successful financial management. Experience in a B2B organization would be a value add.
- Strong analytical, problem-solving, and decision-making skills.
- Dynamic communication with internal stake holder along with interpersonal and client relationship management skills.
- Leadership experience with the ability to motivate and manage a finance team.
- Should have strong working knowledge of finance data management tools and Tally.

Company Overview:

EvolveBPM is a new generation B2B service provider of Revenue Impact solutions, enabling global sales teams to scale their revenues.

Based out of New York, USA, today we are a multi-national company with a presence across the UK, Dominican Republic, Philippines, India, and Portugal.

With over 150 employees across the globe, we deliver programs across multiple channels, including e-mail marketing, telemarketing, webinars, and display ads.

Regards,