

SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES TIRUPATI

MATTER FOR NOTIFICATION NO. 11 /2023

Roc. No. **File No:** [TTD-99021\(31\)/5/2022-RECTS SEC - TTD](#)

Applications are invited from the eligible and interested candidates to the post of **Chief Accounts Officer in SVIMS** with the following qualifications and should reach to the Executive Officer, T.T.D., K.T. Road, Tirupati on or before **02.06.2023** with complete bio data particulars such as proof of age, educational qualifications, Technical Qualifications, Marks Statements, Experience, caste etc. (Photo copies with attestation from the Gazetted Officer) along with recent three passport size photos. The cover should be superscribed as "**Application to the post of Chief Accounts Officer in SVIMS**". The said post subject to pending approval of the method of recruitment qualification etc., from the Government.

The Management is not responsible for postal delay or any other delays. Incomplete applications and applications received after last date will not be entertained. The TTD Management is having right to cancel the notification / postpone the selections / Interviews / written tests if any, without any intimation to the candidates on administrative reasons.

PERSONS PROFESSING HINDU RELIGION SHOULD ONLY APPLY
DETAILS OF THE POST

01	Name of the Post	Chief Accounts Officer in SVIMS
02	No. of Posts	01
03	Reservation Category	OC
04	Qualification	<p>I. Must be a Chartered Accountant and</p> <p>II. Must have seven years of practical experience in Financial Accountancy in an Industrial Organization or in a firm of Chartered Accounts of reputation.</p> <p>III. Must have sound knowledge of corporate finance taxation and modern business management methods.</p> <p>IV. Must not have completed forty years of age.</p>
5.	Pay	Rs.112610 – 174790 in RPS-2022

Note:- The Job description is appended, Preferably looking for candidate those who have capable to deal with the Job description. Those who have responded to this post previously, need not to be applied/responded to this notification.

(As stipulated below)

//BY ORDER OF THE EXECUTIVE OFFICER//

Dy.Exe.Officer (Recruitment)

Position: Chief Accounts Officer - SVIMS

Qualification and Experience:

1. Must be a Chartered Accountant
2. Qualification in Cost and Management Accounts is desirable
3. Must have minimum 7 years experience in Finance and Accounts Function out of which minimum 3 years at a senior level reporting to the Head of the Institution/Company
4. Should have proficiency in:
 - a. Working Capital Skills
 - b. Revenue and Expenditure Analytics
 - c. Budgetary Controls
 - d. Timely and Accurate accounting
 - e. Team Management
 - f. Excel and any standard ERP package

Job Description:

1. To ensure timely and accurate accounting of the transactions of the institution as per the standards set by TTD Administration.
2. To lead the Finance and Accounts Team overseeing the Institution's day-to-day finances and cash flow and works with senior staff to ensure the long-term sustainability of the Institution's activities and services
3. To provide strategic financial leadership to the Institution through the development and implementation of plans to ensure that the Institution is financially sustainable.
4. To intervene actively on behalf of the Board and the Director in promoting areas improving financial sustainability and resolving issues working against it
5. To provide expert analysis and support, working with the Senior Management Team of the Hospital and Educational Institution;
6. To lead the preparation and maintenance of the Institution's medium and longer term Financial Recovery Plans, working directly with the Finance and Accounts Department of TTD.
7. To secure efficiency and cost improvements across the Institution and identifying and driving commercial opportunities to maximise the Institution's future development.
8. To prepare monthly Income & Expenditure accounts and the presentation of financial reports to the Senior Management of the Institution to sensitize on the improvement areas.
9. To strictly monitor Accounts Receivables and Accounts Payables and highlight areas of weaknesses.

Note:- Please don't apply / respond to this notification those who were applied in previous notification thank you.

Signed by P.jagadeeswari

Date: 18-05-2023 15:17:46

Reason: Approved