



# VAPI GREEN ENVIRO LIMITED

Formerly known as Vapi Waste & Effluent Mgt. Co. Ltd.

VIA House, Plot No. 135, Char Rasta, GIDC VAPI - 396 195. Gujarat. INDIA  
Mob.: 9714000828 | Tel.: (0260) 2428950, Telefax : (0260) 2429950 | Email : admin@vgelvapi.com  
Website : www.vgelvapi.com | www.coevapi.com | CIN : U74210GJ1997GAP031525

## **Chief Financial Officer**

### **Reporting to: Chief Executive Officer**

#### **Job brief:**

We are looking for an experienced CFO who must be well-versed in all aspects of financial management ranging from simple accounting to broad investment and banking operations. The ideal candidate will be an excellent leader since all relative departments of the organization will be under their command. The goal is to achieve full financial control and sustainable growth to achieve objectives of the Company.

#### **Detailed KRA (Key Responsibilities Areas) of CFO:**

| <b><u>Accounts</u></b>  | <b><u>Requirement</u></b>              |
|---|--|
| To check and authorize all entries passed in books of accounts as per defined chart of accounts, assigning of correct cost & profit centre, follow guidelines & Accounting Standards issued by ICAI from time to time. To alert the Management of the implications on the changes, if any | As part of IAR (Internal Audit Report) |
| To ensure that Debtors' and creditors' balance confirmation is done at end of every quarter. Debtors and creditors ageing to be reported on monthly basis to the Management. Any outstanding more than 90 days should be reported to the Audit Committee                                  | Monthly                                |
| To ensure that Fixed Asset register is maintained as per expectations of the Statutory and Internal Auditor with physical verification report from respective departments   | As part of IAR                         |
| To ensure that all expenses and income for the month are recorded timely and in full every month for 100% accurate reporting  | As part of IAR                         |
| To ensure that all Cost Centres' accounting and banking is reconciled on weekly basis and monthly account and MIS report is compiled for all Cost Centres   | As part of IAR                         |
| To review and prepare monthly stand alone and consolidated financials of all the Cost Centres   | Monthly                                |



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|  |                |
|--|----------------|
| To conclude monthly internal audit by the Internal audit team and present internal audit findings to the Audit Committee as part of the monthly review   | Monthly        |
| To prepare and present the monthly profit and loss and cash flow statement of all business units and consolidated for the entire Company   | Monthly        |
| To ensure Statutory Audit review for the period April to December is started in January and year-end audit is completed before July every year for Company   | Twice in year  |
| Apprise Audit Committee about critical matter for long-term structuring of balance sheet including any change in Corporate Structure   |                |
| Make Company professionally documented so that any enquiry in future by statutory authorities is completed smoothly  | As part of IAR |
| <b>Cash Flow Management</b>  |                |
| To present budgeted cash flow to Audit Committee at start of every month and to submit actual usage report at end of the month, consolidated as well as SBU wise   | Monthly        |
| To check and ensure that all receipts and payments are budgeted for all domains at start of the month. The same to be communicated to all SBU Heads at beginning of the month. Any deviation has to be approved by the Audit Committee | Monthly        |
| To alert Audit Committee of any negative cash flow and expenditure well in advance for timely decision making  | Monthly        |
| To manage daily cash flow of the domains and the company as per the budget finalized at start of the month. Deviations, if any should be pre-approved by the Audit Committee   | Daily          |
| To develop strong network among banks and financial institutions.  |                |
| To approve all expenses of the corporate and for all domains as per the budgets, before submission of the same to Accounts for record keeping.   | Daily          |



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|  |         |
|--|---------|
| To ensure that all domain P&L is revalidated by SBU heads at start for the month. All deviations should be approved by the Audit Committee   | Monthly |
| To ensure that any unplanned and capex expenditure more than prescribed limits are approved by the Audit Committee   |         |
| To decide on investment strategies by considering cash and liquidity risks   |         |
| <b><u>Billing and Collection</u></b>   |         |
| To manage and maintain Billing and collection SOP for all domains and clients. To ensure that SOP is updated for all domains at all times and is 100% compliant. Any deviation should be reported monthly to the Audit Committee | Monthly |
| To maintain and ensure track of all members' invoices and collection   | Daily   |
| To ensure that daily MIS is maintained for outstanding invoices with ageing at all times for all domains and entities. To update the Audit Committee about any possible bad-debts well in advance.                               | Monthly |
| To work with Operations' team to ensure that collection of charges against all operations is received on due date and to do necessary communication with members   | Weekly  |
| To ensure that there are no revenue slippages and all operation done is billed to the member. Any unbilled production should be highlighted to the Audit Committee   | Monthly |
| To report the monthly billing and collection MIS at end of the month to the Audit Committee  | Monthly |
| <b><u>Business &amp; Commercial</u></b>  |         |
| Define Annual, Quarterly, and Monthly Profit and Loss with each SBU and strong follow up on monthly basis for achievements of commitment. Any change in quarterly budget should be approved by Audit Committee                   | Monthly |
| Constant monitoring of expenses and any gap in targeted income and to raise red flag to Audit Committee to take immediate actions on saving future damage  | Daily   |



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|   |             |
|---|-------------|
| SBU wise P&L tracking   | Monthly     |
| To establish strategic cost management systems / techniques for monitoring various overheads and achieving maximum cost control in operations.  |             |
| To facilitate companywide initiatives pertaining to cost reduction/optimization.  |             |
| To support departmental heads in finance related interactions with third parties and manage vendor relationships  |             |
| Pricing of Services provided by the Company and constant improvement of pricing sheet and parameters based on internal and external inputs  |             |
| Monitor salary costs on monthly basis and as per budget for company as well as for SBU. To highlight any discrepancy timely to the Audit Committee Management for corrective action.  | Monthly     |
| Fortnightly review along with each SBU Head   | Fortnightly |
| Monitor Income-Expense for each SBU and take corrective actions on Monday evening. Issue formal communication to SBU for any variance in expenses or revenue  | Weekly      |
| <b>Procurement Policies</b>   |             |
| Purchase order should be issued for all adhoc work. No expense bill should be accepted either without a valid PO or contract in place   | Monthly     |
| Budget and Purchase processing to be monitored on weekly basis  | Monthly     |
| Monthly review with Audit Committee of the Company  | Monthly     |
| To follow-up on corrective actions taken for corporate and each domain on monthly basis in CEO/Audit Committee review   | Monthly     |
| To prepare various business scenario analysis for the company and domains on case to case basis for Audit Committee Review  |             |
| <b>Compliance Management</b>  |             |
| To make sure that Company is 100% compliance with respect to all applicable labour laws regulation i.e. PF, ESIC, PT, Labour welfare fund, Apprentice act, Income-tax, TDS, GST, ROC/MCA, RBI, GPCB or any other government regulations and all related returns | Monthly     |



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|   |                |
|---|----------------|
| For all Tax assessments to ensure that timely submissions and clearances are received from the tax department. To appear before various authorities for necessary compliance. | As part of IAR |
| All statutory fulfilment by the Company to be ensured with guidance of respective consultants and retainers, wherever required  | As part of IAR |
| To ensure risk/insurance coverage for all the assets of the company.  |                |
| Monthly review meeting with each consultant, lawyer, retainer for each area of business   | Monthly        |
| All agreements and legal documents repository to be monitored and updated   |                |
| All vendors should follow the standard vendor registration procedure laid down along with agreement/Purchase order  | As part of IAR |
| To validate and sign-off all client and vendor contract before finalization from legal and commercial view point. Take help of respective Consultant, if required.            |                |
| All agreements and transaction value more than Rs._____ to be approved by the Audit Committee to avoid legal hassles in future  | Monthly        |
| Monthly and Yearly compliance calendar should be published and monthly compliance to the same should be reported to the Management  | Monthly        |
| <b>BOD Reporting</b>  |                |
| To ensure that monthly MIS to the Audit Committee/Board is presented by 7 <sup>th</sup> of every month  | Monthly        |
| To ensure that BOD materials are prepared and submitted at least 7days before the date of Board Meeting   |                |
| To provide Regulatory updates to the Board in every meeting   |                |
| To ensure that prior approval from Board are taken for all the resolutions  |                |
| To ensure that any deviation from Capital plan should be pre-approved by the Board  |                |





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To follow 100% compliance is made by the Company and Board is updated of the actions relating to Financial Discipline and Compliance, actions relating to Corporate governance.

Monthly

## **Key Performance Weightage:**

| Key Responsibility Area | Weightage |
|-------------------------|-----------|
| Accounts                | 20%       |
| Banking and Finance     | 20%       |
| Billing and Collection  | 20%       |
| Business and Commercial | 15%       |
| Compliance Management   | 15%       |
| BOD Reporting           | 10%       |

## **Requirements:**

- Chartered Accountant with 10-15 years of Experience
- Proven experience as CFO, Senior Finance Position or relevant role
- Strong financial and accounting background, including an understanding of profit and loss, balance sheet and cash flow management and general finance and budgeting
- Excellent knowledge of data analysis and forecasting methods
- Proficient in the use of MS Office and other accounting softwares
- Ability to strategize and solve problems
- Ability to understand new issues quickly and make wise decisions also to work under pressure, plan personal workload effectively and delegate
- Strong leadership, negotiation and organizational skills
- Excellent communication and people skills
- An analytical mind, comfortable with numbers

Candidate will need to relocate to Vapi (South Gujarat). Pay package is not constraint for the right candidate (negotiable). Interested candidates are requested to send or e-mail their resumes latest by 20/09/2020 at below mentioned address:

To,

**HR Department,**



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