

Rajalakshmi Institutions

Rajalakshmi Engineering College
Rajalakshmi Institute of Technology
Rajalakshmi College of Nursing
Rajalakshmi School of Architecture
Rajalakshmi School of Business

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The Director
The Institute of Chartered Accountants of India
Mahatma Gandhi Road,
Nungambakkam, Chennai



Dear Sir,

Warm Greetings from Rajalakshmi Institutions...

I hope this letter finds you well. I am writing to bring to your attention a promising opportunity within our organization and to kindly request your assistance in communicating this opportunity to the qualified and talented students who have recently passed out CA (Final) / (Inter) from The Institute of Chartered Accountants of India.

Rajalakshmi Institutions, located in the vibrant city of Chennai, is currently seeking to fill the position of **Finance Executive** within our team. As a reputable educational institution committed to excellence in academia and administration, we are keen to welcome an individual who shares our passion for integrity, innovation, and growth.

The role of Finance Executive will involve a diverse range of responsibilities, including financial analysis, budgeting, reporting, and strategic financial planning. We believe that the rigorous training and expertise acquired by CA students make them ideal candidates for this position.

We are confident that the Institute of Chartered Accountants of India has nurtured and produced numerous talented professionals who would thrive in our dynamic work environment. Hence, we kindly request your support in disseminating information about this vacancy to your qualified and recently graduated students.

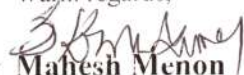
Enclosed with this letter, you will find detailed information regarding the job description, qualifications required, and application process for the Finance Executive position at Rajalakshmi Institutions. We would greatly appreciate it if you could circulate this information through your official channels, including email newsletters, notice boards, and any other platforms utilized for career opportunities.

Furthermore, we would be more than happy to collaborate with your placement office to organize any recruitment drives, campus interviews, or informational sessions that may facilitate a seamless exchange of information between interested candidates and our hiring team.

Thank you in advance for your time and consideration of our request. Should you require any further information or assistance, please do not hesitate to contact me.

We eagerly anticipate the opportunity to welcome passionate and talented professionals into our team at Rajalakshmi Institutions.

Warm regards,


Mahesh Menon

Group Head – Human Resources

Job Description

Job Title: Finance Executive

About us: Rajalakshmi Group of Institutions is a premier educational institution located in Chennai, committed to providing quality education across various disciplines. With a rich legacy of academic excellence and a focus on holistic development, we aim to nurture future leaders who can contribute meaningfully to society.

Job Description: The Finance Executive will play a pivotal role in supporting the financial operations of the group institutions, ensuring compliance with regulatory requirements, and contributing to strategic financial planning initiatives.

Key Responsibilities:

1. **Financial Analysis:** Conduct regular financial analysis to assess the institution's financial performance, identify areas for improvement, and support decision-making processes.
2. **Budgeting and Forecasting:** Assist in the preparation of annual budgets, forecasts, and financial plans in alignment with organizational objectives and priorities.
3. **Financial Reporting:** Prepare accurate and timely financial reports, including income statements, balance sheets, and cash flow statements, for management review and regulatory compliance.
4. **Accounts Payable and Receivable:** Oversee accounts payable and receivable functions, ensuring timely invoicing, payment processing, and reconciliation of accounts.
5. **Tax Compliance:** Collaborate with internal and external stakeholders to ensure compliance with tax regulations, including timely filing of tax returns and adherence to tax-saving strategies.
6. **Audit Coordination:** Coordinate with internal and external auditors to facilitate audits, provide necessary documentation, and address audit findings in a timely manner.
7. **Financial Controls:** Establish and maintain robust internal controls to safeguard the institution's assets, mitigate financial risks, and promote operational efficiency.
8. **Financial Planning and Analysis:** Support senior management in financial planning and analysis activities, including variance analysis, scenario modeling, and strategic decision support.
9. **Cash Management:** Manage cash flow effectively, monitor liquidity requirements, and optimize investment opportunities to maximize returns while minimizing risks.

10. **Ad-hoc Projects:** Undertake ad-hoc projects and initiatives as assigned by the Finance Manager or senior leadership team, contributing to the continuous improvement of financial processes and systems.

Qualifications:

- Bachelor's degree in Finance, Accounting, or related field; professional certification (e.g., CA) preferred.
- Proven experience (2-4 years) in finance or accounting roles, preferably in an educational institution or related industry.
- Sound knowledge of financial principles, accounting standards, and regulatory requirements.
- Proficiency in financial analysis, budgeting, financial reporting, and MS Excel, Tally
- Strong analytical skills with attention to detail and the ability to interpret complex financial data.
- Excellent communication skills, both written and verbal, with the ability to collaborate effectively across teams.
- Demonstrated ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Integrity, professionalism, and a commitment to upholding ethical standards in financial management.

Remuneration & Benefits:

- Competitive salary commensurate with qualifications and experience.
- Opportunities for professional development and career advancement.
- Comprehensive benefits package, including health insurance and retirement savings plans.
- A supportive and collaborative work environment that values diversity and inclusion.

How to Apply:

Interested candidates can submit their resumes along with a cover letter highlighting their qualifications and relevant experience to head.hr@rajalakshmi.edu.in / 8113038974. Please mention "Application for the role of Finance Executive" in the subject line of the email. Only shortlisted candidates will be contacted for further evaluation.

Join us at Rajalakshmi Group of Institutions and be part of a dynamic team dedicated to excellence in education and innovation in finance management.