

Chief Financial Officer

- Direct and oversee all aspects of the Finance & Accounting functions of the organization;
- Establish and monitor financial and accounting policies, procedures and controls;
- Support effective decision making by providing timely updates to the Board members on strategic aspects like financial metrics, short term and long term financial planning, taxation impact etc.;
- Prepare financial long term and short-term strategy;
- Develop a systemic framework for proactively identifying, assessing various business and financial risks impacting the organization along with mitigation strategy for the same;
- Establish and maintain relationships with key decision makers in banks, investor bodies, regulatory bodies and other financial institutions;
- Oversee the preparation of yearly accounts (profit and loss statement and balance sheet) in line with statutory requirements and internal corporate guidelines;
- Drive the review and analysis of various financial statements (Balance sheet and income statement) on a periodic basis and provide insights on key ratios;
- Build internal controls to ensure efficient working capital management and cash conversion cycle;
- Oversee the development of Standard Operating Procedures on taxation related matters and design of systems and processes to ensure efficiency in tax planning
- Undertake periodic tax planning exercises and, carry out timely and comprehensive analysis of any changes in the tax framework to ensure tax optimization for the organization;
- Guide business teams in framing contractual terms and conditions so as to minimize financial risks arising out of a contractual obligation;
- Ensure healthy liquidity and financial sustainability of the organization;
- Oversee the preparation and execution of product costing and cost control measures;
- Drive Corporate Governance norms and ensure transparency in all processes;
- Supervise adherence to statutory compliances and oversee timely and

accurate preparation/ documentation/ maintenance of all books of accounts, reports, revenue contracts, invoices etc;

- Manage processes for financial forecasting, budgets and consolidation and reporting to the Company Board;
- Manage cash flow position throughout the company;
- Manage Group Relationship with Banks/Financing Institutions and Financial intermediaries, Auditors and other Service providers;
- Financial concurrence of new projects and expansion plans , Project Capex, Turnkey contracts;
- Coordination with project team, Project financial projections, progress reports & periodic evolution;
- Preparing the Company for fund raising through various options such as Debt, Equity and Project Finance;
- Developing and implementation of business MIS
- Any other responsibility as assigned by the CEO.

General Manager (IT and Communication)

- Responsible to review and recommend for approval to the CEO the project plans, designs and estimate of costs submitted by the Project Management Consultants (PMCs) within the set deadlines:
- Responsible for successful execution of ICT initiatives and provide technical leadership in managing ICT operations of the smart city including long term sustenance:
- Responsible for planning, operations and integration of various technologies and Applications in ICT domain from different sources/OEM with varying standards
- Managing day to day ICT operations so as to maximise productivity of the operations/ sustenance Team, including engaging with Vendors/ Solution providers regularly:
- Continuously monitor Service levels of the ICT infrastructure and implementing improvement / risk management / best practices plans and managing service contracts;

- Organizing the ICT and Network/Cyber Security Audits regularly and implementing recommendations.
- Managing the MIS and other performance Reports as per requirements.
- Provide support in reviewing the operation and maintenance programs developed by PMCs and drive partners on deliverables.
- Design and arrange trainings on ICT & CCC
- Co-ordinate with various government departments for compliance and capacity building;
- Organizing the ICT and Network / Cyber Security Audits regularly and implementing recommendations.
- Responsible for validation of all invoices submitted by the engaged suppliers/vendor/contractors/sub-contractors....etc.
- Any other responsibility as assigned by the CEO.

General Manager – Buildings

- Head the planning and design function in the SPV and provide direction and future action in this area of function.
- Review all building, area development plans or any such plans submitted by PMCs and recommend for approval to the CEO/Competent Authority.
- Review all designs/ DPRs submitted by PMCs and recommend for approval to the CEO/Competent Authority.
- Ensure adherence to various laws, rules, by-laws and regulations including but not limited to building by-laws and environmental laws, Green tribunal and other such laws enacted from time to time
- Co-ordinate with various government departments for compliance and capacity building
- Consults with and advises developers, contractors, members of the general public, various organizations and agencies, elected officials

and attorneys on planning related issues and legal matters relating to planning functions

- Oversees the collection, organization and maintenance of social, economic, governmental, regulatory and census data for use in technical studies and reports; directs and participates in studies and collection of data in the field as needed
- Liaise with external legal experts / counsels, where required to provide guidance and advice;
- Responsible to review and recommend for approval to the CEO the project implementation plans, schedules, estimate of costs submitted by the Project Management Consultants (PMCs) within the set deadlines:
- Responsibility to ensure projects are completed in time and within budget;
- Responsible to liase with all the stake holders such as Municipal Corporation, Urban Development Authorities, Police Department, power supply department,..etc. and keep them informed of all the activities being under taken so that services being provided by these stake holder departments are not affected.
- Responsible for project and contract management and dispute resolution, if any.
- Responsible for validation of all invoices submitted by the engaged contractors/sub-contractors....etc.
- Any other responsibility as assigned by the CEO.

Manager (Building Design)

- Oversee the overall building design & architecture works
- Conduct field investigations, identify project feasibility and any plan changes, and recommend for its acceptance / non acceptance
- Review the estimates and bill of quantities and recommend for approval of the same
- Support in preparation of tender documents

- Monitor implementation of projects and supervise adherence of quality and safety standards
- present reports to government officials about urban development projects
- Any other responsibility as assigned by the CEO.

Manager (Quantity Estimation)

- Assist in finalization of BOQ, tender documents, evaluation of submitted bids,.....etc.
- Assist to undertake rate analysis and checking of estimates of works submitted by various entities;
- Assist for checking of all bills submitted by the contractors for payments.