

NATIONAL FILM DEVELOPMENT CORPORATION LTD (NFDC)

(A Government of India Enterprise)

NFDC – FD Complex, 5th Floor, NMIC Building, 24 Dr. Gopalrao Deshmukh Marg, Mumbai 400 026

CIN – U92100MH1975GOI022994

ADV-40/Contractual/12.08.2025

Invites applications for the following posts on contractual basis for a period of One Years

Head (Finance & Accounts) – 1 Post, Regional Office, New Delhi

Educational Qualification	:	Chartered Accountant/CMA.
Experience	:	8 years of relevant experience in a reputed private or public sector undertaking/Govt. post CA/CMA.
Roles & Responsibilities	:	<p>Roles Responsibilities:</p> <ol style="list-style-type: none">1. Serve as the main point of contact for coordinating and facilitating the Comptroller and Auditor General (CAG) audit process. Ensure timely submission of all required documents, records, and information to the audit team.2. Ensure full compliance with all statutory audit requirements and timelines, working closely with external audit firms as needed.3. Conduct thorough reviews of financial records, transactions, and accounting practices to ensure accuracy and adherence to accounting standards during both CAG and statutory audits.4. Identify potential financial and compliance risks during the audit process and work proactively to address them.5. Collaborate with internal stakeholders to address and resolve any audit findings, implementing appropriate solutions to enhance financial controls and compliance.6. Oversee and manage the entire audit process, including planning, coordination, and reporting of audit activities.7. Coordinate internal audit activities, ensuring alignment with external audit requirements and addressing any internal control deficiencies.8. Overall responsible for maintenance of books of accounts, tax matters, audit & cash flow9. Preparing of monthly financial of accounts as well preparing annual budget estimates10. Receiving Fund Utilization certificate from govt. & processing the payments to vendors accordingly11. Coordinating with legal team for financial recovery & witnessing in cases required <p>Designational Responsibilities:</p> <ol style="list-style-type: none">1. Allocate resources effectively to support audit activities and ensure a smooth audit process.2. Continuously improve audit coordination processes to enhance efficiency and effectiveness.3. Provide comprehensive audit reports and updates to senior management and stakeholders, highlighting audit findings, observations, and recommendations.4. Assist in taking critical decisions related to preservation priorities, resource allocation, and technical approaches, in line with organizational guidelines.5. Developing and implementing plans to achieve team targets of the department and BU set by higher management <p>Identify training needs for personnel and support their professional development.</p>
Key Skills Required	:	<ul style="list-style-type: none">• Possess in-depth knowledge of audit principles, standards, and practices• Ability to analyses complex financial data• Demonstrate proficiency of financial principles• Promote a culture of compliance and accountability within the organization• Demonstrated commitment to financial ethics, transparency, and accountability.• Meticulously reviews and prepares legal and regulatory documents• Possesses excellent communication skills• Displays problem-solving abilities to address complex company secretariat

		<p>issues.</p> <ul style="list-style-type: none"> • Demonstrates leadership qualities
Age	:	Up to 45 years
Remuneration	:	Rs. 1,00,000/- per month all inclusive
Deputy Head (Finance & Accounts) – 1 Post, Regional Office, New Delhi		
Educational Qualification	:	Chartered Accountant/CMA
Experience	:	6 years relevant experience in private or public sector undertaking/Govt. post CA/CMA
Roles & Responsibilities	:	<p>Role Responsibilities:</p> <ol style="list-style-type: none"> 1. Ensure strict adherence to relevant financial regulations, reporting requirements, and grant guidelines for both the DCFDC and Grant in Aid schemes. 2. Conduct comprehensive financial analysis to evaluate the financial performance and sustainability of the schemes. Analyse financial data, identify trends, and provide insights to support decision-making. 3. Prepare accurate and timely financial reports for management and stakeholders. This includes generating financial statements, conducting budget variance analysis, and providing detailed funding utilization reports. 4. Assist in the Audit process – CAG Audit, and other statutory audits. Also assist in creating financial statement and maintaining financial records <p>Designational Responsibilities:</p> <ol style="list-style-type: none"> 1. Assist the higher management in overseeing the day-to-day operations of the department, ensuring smooth functioning and efficient workflow. 2. Take charge of specific projects or tasks assigned by the higher management, ensuring their successful execution and timely completion. 3. Provide support and assistance to team members, helping them achieve their objectives and addressing any challenges that may arise. 4. Goal Setting and Planning: Collaborate with the higher management developing action plans to achieve departmental goals 5. Cross-Department Coordination: Coordinate with other departments within the organization to facilitate project collaboration and enhance interdepartmental synergy. 6. Reporting and Communication: Regularly update the higher management on the progress and status of ongoing projects, providing comprehensive reports as required.
Key Skills Required	:	<ul style="list-style-type: none"> • Demonstrated expertise in financial management • Proficiency in financial analysis and interpretation of financial data. • Understanding of financial regulations and compliance requirements. • Demonstrated commitment to financial ethics, transparency, and accountability. • Demonstrate exceptional attention to detail • Possess excellent communication skills
Age	:	Up to 45 years
Remuneration	:	Rs. 85,000/- per month all inclusive
<p>General Conditions:</p> <ol style="list-style-type: none"> 1. Interested candidates may fill up the application form on NFDC Samarth Portal on or before 23/08/2025 till 6:00 pm 2. NFDC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. 3. Though the initial place of posting will be as per advertisement, the selected candidates will be required to serve in any part of India as per the discretion/requirement of NFDC. 4. Candidates are advised to keep their e-mail ID active at least for one year. No change in e-mail ID will be allowed once entered. All future correspondence shall be sent via e-mail or at the permanent address mentioned by the candidates in the application form. 5. Any corrigendum/amendment in respect of the above advertisement shall be made available only 		

on Samarth Portal hence prospective applicants are advised to visit NFDC website regularly for above purpose.

6. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.

7. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or applications in response thereto shall be subject to jurisdictions of Courts at Mumbai.

8. The management reserves the right in relaxing the age/qualification of deserving candidates for the above post.

9. The Management reserves the right to reject any application/candidature at any stage without assigning any reason.

10. Management reserves the right to not to fill-up the post or cancel the recruitment in the interest of the Company.

11. The contract hiring would be through outsourced agency selected by NFDC Ltd.

