JOB DESCRIPTION

Head of Finance (India)

Organisation: Indo-Estonia Business Council (IEBC)

Department: Finance, Governance & Compliance

Reports To: Board Member & Executive Director

Location: In-Office (India)

Employment Type: Full-Time

About IEBC

The Indo-Estonia Business Council (IEBC) is a bilateral institutional platform established to strengthen trade, innovation, education, entrepreneurship, technology collaboration and long term economic cooperation between India and Estonia.

IEBC works with government agencies, academic institutions, industry bodies, startups, businesses and development partners to create sustainable opportunities that advance bilateral engagement.

The Council operates under the principles of:

- Purpose driven governance
- Integrity
- Transparency in decision making
- Evidence based policy formulation
- Operational accountability
- Knowledge exchange
- Ethical representation
- Cross-border coordination

Role Purpose

The Head of Finance will provide strategic financial leadership for IEBC and oversee all aspects of financial management, governance, taxation, compliance, budgeting, reporting and financial planning across the organisation.

This role is responsible for ensuring financial integrity, regulatory compliance, institutional accountability and sustainable financial management while supporting IEBC's long term strategic objectives in India and Estonia.

The position will work closely with the Board, leadership team, auditors, government authorities, international partners and professional advisors.

The role involves periodic domestic and international travel, including travel between India and Estonia, based on organisational requirements.

Core Responsibilities

1. Financial Strategy & Leadership

- Develop and implement IEBC's financial strategy aligned with organisational objectives.
- Advise the Board and senior leadership on financial planning and institutional sustainability.
- Develop long term financial models supporting strategic growth.
- Provide financial insights for institutional decision making.

2. Financial Planning & Budget Management

- Lead annual budgeting and financial forecasting.
- Monitor organisational expenditures and resource utilisation.
- Develop financial controls and budget monitoring systems.
- Ensure effective allocation of financial resources.

3. Accounting & Financial Reporting

- Oversee accounting operations and financial reporting.
- Ensure timely preparation of financial statements.
- Maintain complete financial records and documentation.

- Coordinate statutory audits and financial reviews.
- Ensure compliance with applicable accounting standards.

4. Taxation & Regulatory Compliance

- Oversee direct and indirect taxation matters.
- Manage international taxation issues relevant to IEBC's cross-border operations.
- Ensure compliance with Indian regulatory requirements and applicable international financial regulations.
- Coordinate with external tax consultants and statutory authorities.
- Monitor changes in taxation and financial regulations affecting the organisation.

5. Governance, Risk & Internal Controls

- Develop and maintain robust financial governance frameworks.
- Strengthen internal controls and risk management systems.
- Ensure compliance with organisational policies and governance standards.
- Support financial due diligence for institutional collaborations and projects.
- Promote transparency, accountability and ethical financial practices.

6. Banking, Treasury & Cash Flow Management

- Manage banking relationships and treasury operations.
- Monitor organisational cash flows and liquidity.
- Oversee investment and fund management where applicable.
- Ensure efficient utilisation of financial resources.

7. Stakeholder & Institutional Coordination

- Liaise with auditors, financial institutions, regulatory authorities and professional advisors.
- Support financial aspects of partnerships, grants and institutional collaborations.
- Provide financial guidance during negotiations involving strategic initiatives.

- Coordinate with finance teams of partner organisations where required.

8. Policy Development & Institutional Support

- Develop financial policies and operating procedures.
- Support preparation of financial components of project proposals and institutional agreements.
- Provide financial inputs for Board meetings and governance documentation.
- Contribute to organisational capacity building in financial management.

Performance Metrics (Year-1)

- Timely completion of statutory and financial reporting requirements.
- Compliance with all applicable taxation and regulatory obligations.
- Effective budget planning and financial monitoring.
- Successful completion of audits without major observations.
- Strengthening of financial governance and internal control systems.
- Accuracy and timeliness of financial reporting.
- Contribution to organisational financial sustainability.

Candidate Profile - Ideal Alignment

Educational Qualifications

- Applicant must be a qualified Chartered Accountant (CA) or equivalent.
- Additional qualifications such as MBA (Finance), CFA, CPA or equivalent professional certifications would be advantageous.

Professional Experience

- Minimum 25 years relevant experience in finance, accounting, taxation and financial leadership.
- Strong expertise in international taxation is essential.
- Familiarity with cross-border taxation and India-European Union (EU) financial transactions would be an advantage.

- Experience in financial governance, compliance and institutional financial management.

Experience with the following organisations would be highly desirable:

- Embassies
- High Commissions
- Trade Councils
- International organisations
- Bilateral chambers of commerce
- Big Four accounting firms
- Government or quasi-government institutions

Financial & Technical Competencies

- Financial planning and analysis
- Budget management
- International taxation
- Statutory compliance
- Audit management
- Treasury management
- Financial risk management
- Internal controls
- Corporate governance
- Financial reporting

Leadership & Stakeholder Management

- Ability to advise Boards and senior leadership.
- Strong stakeholder engagement skills.
- Experience working in multicultural and international environments.
- Excellent negotiation and relationship management capabilities.

Ethical & Professional Standards

- Highest standards of integrity and professionalism.
- Strong commitment to transparency and accountability.
- Respect for confidentiality and institutional governance.
- Independent judgement and ethical decision making.

Behavioural Attributes

- Strategic financial thinker
- Strong analytical capability
- High attention to detail
- Excellent leadership skills
- Strong communication and presentation abilities
- Ability to manage confidential institutional information
- Calm under pressure
- Results oriented with a long-term perspective

Compensation Structure

- Competitive remuneration commensurate with qualifications, experience and demonstrated capabilities.
- Performance review after six months.
- Three (3) month probation period.
- Performance linked growth opportunities.

Ethical Commitment Requirement

The successful candidate must adhere to:

- IEBC Code of Conduct
- Financial governance and reporting standards
- Conflict-of-interest disclosure requirements
- Responsible stewardship of organisational resources
- Principles of transparency, accountability and ethical financial management

Interested applicants are invited to submit their applications to: hr@iebc.ee