

Job Description Template for DIRECTOR OF FINANCE

Job Title: Director of Finance

Industry: [Insert Industry – e.g., BFSI, ITeS, Healthcare, etc.]

Location: [Insert Location]

Salary Range: [Insert Salary]

Department: [Insert Department]

Work Hour Allocation: [Insert Details]

POSITION OVERVIEW

We are seeking a strategic and visionary Director of Finance to lead the financial planning, analysis, and governance of the organization. The ideal candidate will have a strong background in financial management, compliance, and strategic investment planning to support business expansion and sustainability.

ABOUT THE ORGANIZATION

[Insert Company Name] is a [Insert Industry-Specific Description] enterprise recognized for its robust financial frameworks and excellence in operational growth. We drive value creation through fiscal discipline and forward-looking strategies tailored to dynamic market environments.

Level of Experience / Expertise Requirements

(Use as per requirement)

Entry Level (0–2 years): Support in reporting and data consolidation.

Mid-Level (3–5 years): Analyze financial data, prepare reports, and assist budgeting.

Senior Level (6+ years): Direct organizational finance functions, formulate long-term plans, and manage stakeholder relationships.

JOB PROFILE SPECIFIC QUALIFICATION

(Add more if required)

- CA/CPA or Master's degree in Finance, Accounting, or related field
- Minimum 10 years of financial leadership experience
- Strong understanding of corporate finance, budgeting, and risk management

ROLES AND RESPONSIBILITIES

(Use as per level of expertise you require)

- Oversee company-wide financial planning and analysis (Senior Level)
- Drive budgeting, forecasting, and investment strategy (Senior Level)
- Monitor KPIs and financial performance indicators (Mid-Level)
- Lead internal audits and ensure policy compliance (Senior Level)
- Manage treasury, risk controls, and tax functions (Senior Level)
- Present financial insights to the board and key stakeholders (Senior Level)
- Supervise the finance team and ensure training and development (Mid-Level)
- Identify opportunities for cost optimization and ROI improvement (Mid-Level)

Skills Required (Technical + Behavioral):

- Strategic financial planning and analysis
- Risk management and audit compliance
- Leadership and stakeholder communication
- Data interpretation and forecasting tools proficiency
- Integrity, discretion, and critical thinking

ABOUT PMAPS

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