

SAIJA FINANCE PVT LTD (NBFC)

1. GENERAL POSITION INFORMATION

Title	Assistant Manager Resources
Department	Resources(Fund Raising)
Location	Delhi
Reports to	Manager Resources
Qualification	CA/CFA/ICWA/MBA Finance from reputed Institute
Experience	3-4 years of experience as mid level position in a company
CTC	Negotiable, The remuneration shall not be a constraint for the deserving candidate

2. MAIN OBJECTIVE

- As a member of the Fund Raising team, s/he will be responsible for debt fund raising for the company as per business plan.

3. KEY RESPONSIBILITIES

- Prepare and submit the fund raising report and follow up with financial institutions
- Co-ordinate with external agencies to ensure desired funds flow to the organization consistent with its business plans
- To ensure that all statutory obligations of the company are complied

4. Skills

- Excellent MS Office skills.
- Knowledge of the financial services industry environment, exposure or knowledge of the microfinance sector will be considered an advantage.
- Good communication and interpersonal skills
- Enthusiastic team approach with sound time management and prioritization skills.
- Desirable personality traits are the attention to detail, systematic and process oriented, pleasing personality and hygiene
- Accounting and financial knowledge

Personality and Attitudes: Objective, observant, analytical, responsible, honest and Organized