

Job Description for Finance Consultant

Position	Finance Consultant
Qualification	MBA Finance/Marketing
Experience	3+ Years
Division	Finance & Investment Division, KBITS
Job Description	<ul style="list-style-type: none">- Assist in completion of technical documents where money matters are involved in terms of expenditure, contribution, Joint Venture, Consortium, PPP, non PPP etc.- Verify and recommend on the payments to be released to vendors for respective projects on each milestone completion as per the agreement.- Assist in monitoring the performance of each of the venture funds owned by KBITS and also monitoring on timely reporting/flagging on the utilization lags if any for such venture funds.- Assist in preparation of the documents required to start the new venture funds in preparation of trust deed to be executed before the start of the fund and other supporting documents related for the SEBI registration of the funds, identification of the fund mobilization if required.- Verify the work before processing of the release of payments for work and document submitted.- Organizing and assisting in pre bid meeting, recording of queries, reply to the queries.- Assisting in tender evaluation and proceeding drafting.- Any other assignment as and when required.