

JOB DESCRIPTION	
ORGANIZATION	IISC MEDICAL SCHOOL FOUNDATION
POSITION	CHIEF FINANCIAL OFFICER
REPORTING TO	CHIEF EXECUTIVE OFFICER
Key areas of responsibility:	Provide strategic financial leadership by overseeing all accounting, financial planning, and reporting activities, ensuring accurate, timely, and digital-first management of the hospital's financial operations.
Overall Responsibilities:	Design, implement, and manage a robust accounting system for accurate financial management.
	Prepare and deliver monthly financial statements, operational reports, KPIs, and quality assurance metrics to top management.
	Analyze variances between actual and budgeted results and communicate insights to management and department heads.
	Drive cost containment initiatives and financial efficiency across departments.
	Oversee disbursement of payroll, operating, and capital expenditures.
	Prepare the hospital's annual financial business plan for management approval.
	Supervise external auditors and ensure timely completion of audits.
	Collaborate with departmental heads to meet budgetary goals and optimize resource allocation.
	Assist in capital expenditure planning and approvals.
	Provide input for digital MIS enhancements to improve accounting and management reporting.
	Verify invoices and ensure expenditures are appropriately allocated.
	Ensure compliance with tax filings and government reporting requirements.
	Monitor fixed assets and maintain financial documentation digitally.
	Develop and execute long-term financial strategies aligned with hospital goals.
	Recommend, design and implement necessary departmental controls with respect to financial matters.
	Establish internal controls to safeguard assets and prevent fraud.
	Ensure compliance with corporate governance, tax laws, and industry regulations.

	Manage relationships with auditors, regulators, and financial institutions.
	To perform any other duties as assigned by management from time to time.
Key Performance Indicators	ROI mapping institution-wide and department-wise.
	Efficiency of capital expenditure in achieving organizational goals.
	Utilization rate of super-specialty departments and operation theatres for fund allocation.
	Profitability - EBIDTA margin
	Profitability, liquidity, compliance, efficiency, and strategic growth.
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Measurable Deliverables	The ratio of net profit to total revenue.
	The accuracy of predicting future cash flows.
	The difference between actual and budgeted financial performance.
	The ratio of total expenses to total revenue.
	The ratio of total payable to total revenue.
	Measurement of the hospital's compliance with regulatory requirements.
	The ratio of risk-adjusted return on capital.
	Measurement of returns on strategic investments.
	Investor / Donor Relations Score and Team Productivity Metrics
	Bad Debt as a Percentage of Revenue
Essential Qualification :	CA / ACCA

Professional Experience :	15+ years of experience out of which atleast 5 years as Head of Finance in healthcare of more than 250 bedded hospital
Strong Skills :	Ability to coach, Strong communication and listening abilities, Courage and Integrity, Facilitator, Negotiations, Leadership, Strategic thinking, Interpersonal, People management.
Industry Preference :	Healthcare
Reporting structure :	Chief Executive Officer
Reportee	Finance Manager, Accounts Manager, Supply chain Manager
Key Interaction - Internal	All Department Heads & Staff
Key Interaction - External	Vendors & Suppliers, Regulatory Bodies, Auditors, Financial Institutions, Payer Partners (Insurance Companies)
Knowledge and Technical competencies/Skills:	Ability to analyze complex financial data and trends.
	Ability to align financial strategies with overall organizational goals.
	Capability to identify and assess financial risks.
	Developing strategies to mitigate financial risks and uncertainties.
	Ability to lead and inspire a finance team.
	Capability to present complex financial data in an understandable manner.
	Commitment to high ethical standards in financial practices.
	Analyzing financial implications of strategic decisions.
	Skill in negotiating favorable financial terms and contracts.
	Deep understanding of automated RCM systems to optimize cash flow, minimize bad debts, and improve claims management.
	Expert in leveraging BI tools to analyze real-time data from HIS and EHR systems to generate actionable insights and drive financial strategy.
	Skilled at conducting ROI and feasibility studies for new health tech, ensuring all digital investments are financially sound and aligned with strategic goals.
	Knowledgeable about cybersecurity risks and able to implement robust protocols to protect sensitive financial and patient data.
Salary Structure	Salary to commensurate as per industry standards

GENERAL CONDITIONS

1. The nature of the employment will be contractual during the project phase and is subject to annual review and renewal. However, the engagement is terminable from either side without any reasons but with one month notice or salary in lieu thereof. The decision of the IMSF in this regard shall be final and binding on the candidate.
2. No accommodation will be provided.
3. The candidates have to appear in the selection process at their own cost.

Mode of Selection: Candidates who are desirous to be considered may submit the CV and cover letter highlighting the qualifications and experience to **office@iiscmedicalschoolfoundation.org** on or before **27/02/2026, 5.00 PM** with the subject line: **“Application for Chief Finance Officer”**. The eligible applicants will be called for an interview. Applications received after the deadline will not be considered for selection.