

**Job Description of the Director (Finance) of  
West Bengal State Electricity Transmission Company Ltd.**

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1. Finance, Accounts & Audit
  - Ensuring finalisation of Accounts and Financial Statements of the Company.
  - Giving instructions/ direction and guidance to the Accounts Department of the Company for proper maintenance of books of accounts of the Company.
  - To Supervise and Command the entire Finance & Accounts functions of the Company.
  - Giving opinion in respect of financial vetting, financial concurrence, wherever deems necessary.
  - Discussion with Statutory Auditors, Internal Auditors & Cost Auditors of the Company in consultation with senior officials of the Company pertaining to financial statements, financial process / control and cost audit records.
  - Ensuring compliance of all Corporate, Taxation and Statutory laws on finance & tax.
  - Deliberate the issues related to finance of the Company to the Chairman, the MD and to the Board of Directors.
2. C & A. G. Audit
  - Interaction with representatives of Comptroller & Auditor General of India (CAG)
  - Giving of replies to the queries CAG
  - Appear before Standing Committee of the State Assembly for making representation, if required.
  - Co-ordination with Finance / Audit and Budgetary functions of the Department of Power, as and when it required.
3. Revenue & Costing
  - Providing guidance in respect of preparation of Tariff Petition of the Company.
  - Maintenance of Cost Records of the Company in a suitable manner in accordance with the provision of the Companies Act.
4. Budgetary Control & Financial Planning
  - Finalisation of Budget of the Company after discussing the matter with the Standing Budget Committee of the Company.
  - Formulate polices in consultation with other Directors, Managing Director and Senior officials of the Company in respect of Internal Financial Control of the Company.
5. Securitization Scheme, if required.
6. All matters relating Long-term / Working Capital funding of the Company. Negotiation with Banks / Financial Institution for mobilisation of loans and finances for the Company.
7. Any other matter assigned by the Managing Director from time to time.
8. Any other matter as deem necessary for discharging of aforesaid matter commensurate with the scale of operations of the Company, with utmost commercial prudence.

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