



**SIDBI Venture Capital Limited**  
SIDBI, Swavalamban Bhavan, 2<sup>nd</sup> Floor, C-11, G-Bock,  
Bandra Kurla Complex, Bandra East,  
**Mumbai – 400 051**

**Advertisement No. 01 / 2024 - 25**

**Recruitment for the post of Chief Financial Officer**

**Date: August 23, 2024**

<b>Important Dates / Timelines</b>	
Last date for receipt of applications	September 14, 2024

SIDBI Venture Capital Limited (SVCL) ([www.sidbiventure.co.in](http://www.sidbiventure.co.in)), a wholly owned subsidiary of Small Industries Development Bank of India (SIDBI) with offices in Mumbai, Guwahati and Agartala, has established itself as the leading domestic Investment Manager for Alternative Investment Funds for start-ups, early stage and growth stage investing, particularly for MSMEs across diversified sectors.

SIDBI Venture Capital Limited (SVCL) invites applications from eligible and suitable candidate for the following post as detailed below:

<b>S. No.</b>	<b>Post</b>	<b>Total Vacancies</b>
1	Chief Financial Officer	1

Designation	Chief Financial Officer (CFO)
Number of Position	01
Location	Mumbai
Education Qualification	(i) Chartered Accountant / Chartered Financial Analyst. (ii) MBA (full-time) / Post Graduation Diploma in Business Management / Business Administration (full-time).
Experience	<p>The candidate should have at least 10 years of post-qualification experience in one or more areas viz., finance, accounts, investment, taxation, regulatory compliances (VCFs / AIFs) etc.</p> <p>Preference would be given to those candidates who have work experience in VC/PE Industry.</p> <p>The candidate should have proficient knowledge of IT systems to work with fluency on computers and should have excellent skill sets in analysis, communication and interpersonal dealings.</p>
Duties & Responsibilities	<p><b>Fund Finance</b></p> <ul style="list-style-type: none"> <li>• Manage, oversee efforts and co-ordinate with AMC / Trustee / Funds under management for all finance related activities.</li> <li>• Monitor capital drawdowns / distributions, preparation of individual capital statements, respond and manage investor inquiries across all Funds under management.</li> <li>• Liaise with investment team of respective Funds to facilitate documentation.</li> <li>• Before releasing the investments, to check and satisfy that all necessary documentation and compliances have been completed.</li> <li>• Actively engage with Investment Teams and support their efforts for arranging follow-on rounds of investment in the existing portfolio.</li> <li>• Provide inputs to the Fund administrator for preparation of quarterly reporting to Regulator / Agencies / Auditors / Investors / Board / IC etc.</li> <li>• Experience in setting up of Funds and bringing new LPs / tying up funds.</li> <li>• Experience in supporting portfolio companies with equity / debt raise for growth.</li> <li>• Overseeing the preparation of financial statements.</li> </ul> <p><b>Finance &amp; operations</b></p> <ul style="list-style-type: none"> <li>• Preparation and maintenance of MIS, budget vs actual analysis, compliance trackers for AMC / Trustee / Funds.</li> </ul>

- Co-ordinating payroll and liaising with company auditors / advisers on compliance with tax, GST, data entry, vendor invoicing and payments.
- Coordinate and facilitate internal audit and statutory audit with AMC / Trustee / Fund auditors.
- Support tax audits with the external tax auditors / advisers and ensure timely filings, and satisfactory completion of all tax assessments and effectively follow-up for tax refunds, if any across all entities from time to time.
- Manage finance, audit, tax, labour compliance responsibilities of AMC / Trustee / multiple fund entities.
- Review of financial statements across AMC / Trustee / multiple fund entities on quarterly / half-yearly / annual basis.
- Prepare and advise Fund investors reg. tax liability for various Funds from time to time.
- Ensuring that all tax payments and all tax filings are done on or before the respective due dates.
- Ensuring that all labour law and HR compliances are done for the AMC on or before the respective due dates.
- Give a compliance certificate to the Board on the various compliances.
- Administrative support for various Fund related activities from time to time.
- Review the valuation reports of various Funds for consistency and compliance under regulations from time to time.

#### **Monitoring & Reporting**

- Preparation of quarterly financial statements across fund entities / AMC.
- Engage in ensuring consistency across valuation / impairment across Funds on quarterly / half-yearly / annual basis.
- Computation of fund metrics and key KPI's – TVPI, IRR, DPI's, MOIC, etc.
- Track portfolio company movements - follow-ons, stake sales, exits, etc.
- Review of LP NAV statements
- Response to LP queries.
- LP onboarding process, in accordance with regulatory requirements.

	<p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• Maintain responsibility for audit, regulatory and compliance responsibilities across AMC / Trustee / all fund entities.</li> <li>• Ensure compliance with AMC / Trustee / fund administrators and legal counsel.</li> <li>• Liaise and co-ordinate with Fund Teams / auditors / advisers to ensure compliance.</li> <li>• Reporting to Board / Investment Committee across entities.</li> </ul> <p><b>Treasury</b></p> <ul style="list-style-type: none"> <li>• Account opening/ KYC compliance.</li> <li>• Review / approval for income receipts and expense payments.</li> <li>• Managing cash flows to ensure that the investments are made within the agreed timelines as per approved policy from time to time.</li> </ul>
Annual Fixed Compensation (AFC)	The remuneration is negotiable and would be on a Cost to Company basis and would be commensurate with experience.

**Other Conditions:**

1.	Over and above Annual Fixed Compensation (AFC), the candidate will be entitled for Performance Pay based on annual performance review of the employee which will be as per Company policy from time to time at its sole discretion.
2.	No residential accommodation will be provided by SVCL.
3.	The Company offers a challenging work environment. Professionals with proven track record of high performance and potential may write in strict confidence with detailed Resume together with present and expected Cost to Company (CTC).
4.	Suitable relaxation in criteria may be considered for the deserving candidate at the sole discretion of SVCL. SVCL reserves the rights for amendment(s) / withdrawal of the recruitment advertisement at its sole discretion.
5.	<p>Duly filled in application as per the format available on SVCL's website with a recent passport size photograph alongwith resume needs to be forwarded to SVCL on or before September 14, 2024 by <b>e-mail</b> to <a href="mailto:recruitment@sidbiventure.co.in">recruitment@sidbiventure.co.in</a> or by post with the subject "<b>Application for the post of Chief Financial Officer</b>" addressed to</p> <p style="text-align: center;"><b>Chief Executive Officer,</b> SIDBI Venture Capital Limited, SIDBI, Swavalamban Bhavan, C-11, G-Block, 2nd Floor, Bandra Kurla Complex, Bandra (East), Mumbai - 400 051</p>