

## ToR for Associate Analyst, Department of Finance, DHI

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### Overall Job Description:

The Associate Analyst shall support the Department of Finance in ensuring efficient management of liquidity and financial risks of DHI, mobilizing, disbursing and managing funds for investments and revenue generation purposes.

### Specific Responsibilities:

He/She shall work under the supervision of Senior Analyst, Department of Finance in carrying out the following functions:

- Analyze and manage the cash flows and working capital,
- Analyze, source and secure short-term money market investments,
- Mobilize and manage short-term funds for projects and portfolio companies,
- Secure dividend targets for the shareholder (MoF),
- Advise on currency to be used for overseas billing, fundraising, etc.,
- Analyze and arrange for debts in the form of bonds, notes, commercial papers, commercial loans,
- Source and secure equity investments such as IPOs, Rights Issue, Private Equity and Strategic Partnerships,
- Arrange guarantees for DHI, DoCs and new projects,
- Conduct financial viability analysis and project capital structuring,
- Maintain banking relationships and carry out negotiations for short-term loans,
- Plan and secure tax restructuring to reduce the tax burden on DHI and its portfolio companies, and
- Perform such other assignments, as required by the Department.

### Education & Experience Criteria

He/she must be a graduate in BBA, BBM, B. Com with major in Finance/Accounts, with a min. of:

- 60% in degree if General degree, or 55% if Honours degree (Overall aggregate).
- 70% in Class XII (aggregate of English and four best subjects) and 70% in X (aggregate of all subjects)

### Person Specifications & Attributes

Additionally, he/she must have:

- Highly advanced financial/accounting competence
- Strong risks assessment and management skills
- Strong negotiation and client management skills
- High integrity/ethics
- Ability to organize work and commitment to achieve targets

### Other requirements

- DHI application form,
- Curriculum Vitae (CV) clearly indicating requirements referred to above,
- 2 referrals/recommendation letters from non-family related referees,
- Copies of (1) Degree Certificates, (2) Academic Transcripts, (3) Security Clearance Certificate (approved online), (4) Medical Fitness Certificate, and (5) Citizenship Identity Card.

### Employment Type

- Regular

### Salary & Others Benefits

- Salary and benefits shall be fixed within the existing DHI pay scales and in line with the DHI Service Rules.