

Head – Finance

Ratan Tata Innovation Hub (RTIH)

Location: Amaravati, Andhra Pradesh

Reports to: Chief Executive Officer (CEO)

About RTIH: The Ratan Tata Innovation Hub (RTIH) is a flagship initiative of the Government of Andhra Pradesh that aims to drive inclusive innovation and entrepreneurship through a decentralized hub-and-spoke model. It is structured as a Section 8 not-for-profit company, governed by a Board comprising representatives from government, industry, and academia. RTIH is dedicated to nurturing startups, supporting research, enabling rural and grassroots innovation, and attracting long-term investment for development-led growth.

Role Overview: The Head – Finance will be responsible for overseeing all financial operations of RTIH, including budgeting, accounting, statutory compliance, fund utilization, financial reporting, and audits. The role is critical to ensuring fiscal discipline, transparency, and sustainability across the Hub and its district-level Spokes.

The Head – Finance will work closely with the CEO, external auditors, donors, corporate partners, and government departments to ensure sound financial management and compliance with regulatory frameworks, including those governing Section 8 companies.

Key Responsibilities:

1. Financial Planning and Budgeting

- Develop and manage annual budgets, forecasts, and financial plans in alignment with program and operational goals under the guidance of the CEO per directions from the Board of Directors

- Provide strategic financial insights to the CEO and Board for effective decision-making.

2. Accounting and Bookkeeping

- Maintain accurate and up-to-date books of accounts in accordance with applicable accounting standards.
- Supervise day-to-day accounting operations including payables, receivables, payroll, and reconciliations.

3. Fund Management and Donor Reporting

- Manage the flow of funds from government, CSR, philanthropic, and partner contributions.
- Track fund utilization and prepare donor-specific financial reports in required formats.

4. Statutory Compliance

- Ensure timely filing of TDS, GST, PF/ESI, and other statutory returns.
- Handle filings and disclosures under the Companies Act, 2013 relevant to Section 8 companies.

5. Audit and Governance

- Coordinate with internal and statutory auditors and lead the audit process.
- Prepare and present periodic financial reports to the Board, government departments, and funding agencies.

6. Procurement and Vendor Finance

- Support procurement processes with financial due diligence and documentation.
- Manage vendor payments, contracts, and compliance.

7. System Strengthening

- Design and implement systems and internal controls to improve financial efficiency, accountability, and risk management.
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Qualifications & Experience:

Educational Qualifications:

- CA / MBA (Finance) / CMA or equivalent qualification from a recognized institution.

Professional Experience:

- 3-5 years of experience in finance, accounts, or audit roles, preferably in Section 8 companies, nonprofits, CSR-funded entities, or public-private initiatives.
- Experience in managing donor-funded or government-funded programs is preferred.
- Sound knowledge of Indian accounting standards, tax laws, FCRA (if applicable), and regulatory compliance.

Key Skills and Attributes:

- Strong financial analytical and reporting skills.
- Familiarity with accounting software (Tally, Zoho, or similar) and MS Excel.
- Ability to manage multiple stakeholders and work under tight deadlines.
- High standards of integrity, ethics, and commitment to transparency.
- Strong interpersonal, coordination, and communication skills.

Compensation: Commensurate with experience and aligned with industry standards in the development and innovation sectors.

Why Join RTIH? RTIH offers a unique opportunity to be part of a high-impact, state-led innovation ecosystem that blends public purpose with entrepreneurial energy. As Head – Finance, you will contribute to building a financially strong and transparent platform that empowers entrepreneurs and innovators across Andhra Pradesh.