



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

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Dated Shillong, 21st April, 2026

RFP: Chief Financial Officer (CFO)

The Meghalaya Basin Management Agency (MBMA) a State's flagship Agency—MBMA is implementing various Externally Aided Projects (EAPs). The Meghalaya – Livelihood & Access to Markets Project (Megha – LAMP) supported by the International Fund for Agriculture Development (IFAD), KFW-Sustainable Land Management supported by the KFW Bank, MPOWER supported by the World Bank and different State programmes such as Entrepreneurship Development programmes, FOCUS, with MBMA as the implementing agency.

MBMA is in urgent need of a **Chief Financial Officer** for strengthening the Financial Management, Accounting Systems and Corporate Governance and Statutory Compliance at MBMA and its component entities.

Objectives:

The position is accountable for the administrative, financial, statutory compliances for section 25 Company and risk management operations of the organisation, to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.

Scope of Work:

I. Compliances:

1. Ensure timely filling of quarterly, annual return of the organisation
2. Ensure timely audit of the financial statement and books of accounts and submission to the concerned authority
3. Fillings of ROC
4. Filling of GST returns
5. Any other statutory compliances under Section 25 Company

II. Planning

1. Assist in formulating the organisation's future direction and supporting tactical initiatives
2. Develop financial and tax strategies
3. Manage budgeting processes
4. Develop performance measures that support the company's strategic direction

III. Operations

1. Participate in key decisions as a member of the executive management team
2. Maintain in-depth relations with all members of the management team
3. Manage the accounting, human resources, investor relations, legal, tax, and treasury departments
4. Oversee the financial operations of subsidiary companies
5. Manage any third parties to which functions have been outsourced
6. Oversee the company's transaction processing systems
7. Implement operational best practices
8. Supervise acquisition due diligence and negotiate acquisition
9. Serve as a key member of the MBMA team, participating in the strategic planning process for the company and building up the finance and accounting team

IV. Financial Information

1. Oversee the issuance of financial information
2. Report financial results to the board of directors
3. Provide high-level financial advice and support to Chief Executive Officer (CEO)/Executive Director. Meet with management staff and/or board members to review financial performance. Alert management and board to poor financial indicators or areas of financial risk.
4. Monitor cash balances and cash forecasts

V. Risk Management

1. Understand and mitigate key elements of the company's risk profile
2. Monitor all commercial related legal matters
3. Construct and monitor reliable financial control systems
4. Maintain appropriate insurance coverage
5. Ensure that the company complies with all legal and regulatory requirements
6. Ensure that record keeping meets the requirements of auditors and government agencies
7. Report risk issues to the audit committee of the board of directors
8. Maintain relations with external auditors and investigate their findings and recommendations
9. Monitor cash balances and cash forecasts
10. Maintain banking relationships
11. Ensuring availability of sufficient Funds for implementation of the various Schemes & Projects- Budget Proposals to Planning Department and follow ups
12. Any other tasks as may be assigned from time to time.

Desired Qualifications:

Essential

- Should have at least 15 years of post qualification experience
- Minimum Age : 45 years
- Should be a member of the Institute of Chartered Accountants
- Should have varied and comprehensive experience in Company & Project accounting, funds management, accounting or financial management including general ledger management, financial reporting, audit preparation, and financial strategy.
- Complete knowledge of prudential norms and accounting standards, thorough understanding of generally accepted accounting principles and statutory audit and compliance requirements

Desirable

- Experience of externally aided projects/ projects in rural development sector
- Demonstrated success in managing multiple projects and maintaining strong relationships with project clients and co-workers.
- Experience of working in North Eastern Region preferably Meghalaya will be given extra weightage

Selection Process:

For selection of the candidate,

- 80% weightage will be given suitability of the candidate based on above parameters through Personal Interview and
- 20% weightage will be given to the remuneration sought by the candidate.

Deployment:

- The selected candidate would be based in Shillong
- The position is a full time assignment
- Compensation as per Industry norms
- Any other Operational arrangements such as those relating to official travel etc. will be borne by MBMA or such OPE will be reimbursed as per category Staff - I of MBMA.

Submission of Offer:

- Offers for the position should include a detailed resume with supporting documents, a write-up on candidate's suitability for the assignment and expected remuneration.
- The Offer must reach MBMA via email at (recruitmentmbda24@gmail.com) with the subject line – (*Chief Financial Officer*).
- Each application submitted electronically would be acknowledged and only this acknowledgement will constitute proof of submission.

Application Process:

- All applications should be submitted through via email only. No other mode of applications will be entertained.
- For detail information about the positions and the terms of reference are made available on MBDA's website <https://www.mbda.gov.in>
- Last date for receipt of applications is **05th May 2026** and applications received after the last date will not be considered.

Sd/-
Executive Director
Meghalaya Basin Management Agency