

Role: Consultant Admin – Finance and Settlement Related Issues

- Monitor and oversee financial transactions between banks and DISCOs under the on-bill financing framework.
- Address financial settlement discrepancies and escalate unresolved issues to relevant authorities.
- Ensure compliance with financial agreements between stakeholders.
- Develop and implement a structured mechanism for dispute resolution related to financial transactions.
- Provide recommendations for improving financial settlement processes.
- Act as a liaison between key stakeholders (incl. banks, DISCOs, and other financial entities) to address settlement concerns for the program.
- Facilitate resolution of payment delays, incorrect deductions, or any financial disputes arising during program implementation.
- Organize and facilitate meetings between financial stakeholders for issue resolution.
- Provide timely feedback to the program implementation team regarding unresolved financial matters.
- Prepare periodic reports on financial transactions, settlement issues, and their resolution status.
- Maintain comprehensive records of financial settlements, correspondence, and resolutions.
- Ensure that all financial data related to settlements is updated and accessible for relevant stakeholders.
- The role is responsible to provide monthly Compliance Reports assessing adherence to financial agreements.
- Record meeting minutes, summarizing discussions, action points and resolutions
- Provide analytical insights into trends and recurring issues in financial settlements.
- The role is responsible to deliver Monthly Financial Settlement Reports detailing issues raised, resolved, and pending.

Key Skills and Expertise

- A Master's degree in Finance, Economics, Business Administration, or a related field.
- At least 5+ years of experience in stakeholder engagement, program coordination, or regulatory compliance.
- Strong ability to resolve disputes and align stakeholders towards common objectives.
- Proven ability to mediate financial disagreements and align stakeholders toward common resolutions.
- Understanding of banking regulations, energy sector financial models, and on-bill financing frameworks.
- Proven ability to coordinate between financial institutions, government agencies or utility companies.
- Ability to develop structured reports, maintain financial transaction records, and provide strategic insights.