

IIITD Innovation & Incubation Center

(A Section 8 company promoted by IIIT Delhi)

Advertisement for Manager (Finance & Accounts)

IIITD Innovation & Incubation Center is a section 8 company promoted by IIIT Delhi. The company provides Incubation and acceleration services to innovation and startups companies providing technology and management consultancy services. The company is involved in creating Entrepreneurship ecosystem by organizing multiple events and activities and physical infrastructure to early age startups.

IIITD Innovation & Incubation Center is inviting applications from qualified Indian nationals for post of **Manager (Finance & Accounts)**.

Job Title: Manager (Finance & Accounts)

Compensation: In the range of INR 6 – 9 Lakh annual CTC, depending on experience. Salary shall not be a constraint for the deserving candidate.

Tenure: Full time position with 3-Year service contract with 6-months' probation. The position can be extendable on performance.

Age: Preferable less than 35 years

Essential: Full time M. Com. / MBA (with major in Finance) having minimum 55% marks or CA/CMA or equivalent and 3 years of finance and accounts experience or B. Com. with 55 % marks and 5 years of finance and accounts experience.

Desirable: Working experience in educational Institute/academic Incubator/ R&D Organization of repute.

Experience & Knowledge:

- Well versed with management procedures of Govt. funding, and various guidelines.
- Manage all accounting processes, managing the expenses, reconciliation of all funds (timely renewal, provision of interest accrued, certificates etc.).
- Preparation of Financial statement, and monthly MIS
- Conduct timely Board Meetings
- Ensuring timely completion of Internal and External audit
- Auditing of funds, furnishing of utilization certificates, statement of receipt and expenditure.
- Preparation and furnishing of management information reports as per requirement. Providing assistance in finalization and audit of books of account.
- Financial planning and management of funds.

- Ensuring compliance with statutory requirements.
- Liason with the stakeholders and ensure completion of financial matters and assigned tasks.
- Research capability to identify various best practices, norms and propose to management
- Maintenance of all documents/records/files related to funds, donations etc and preparing the best practices and SOPs
- Sound knowledge of accounting software (such as Tally etc.), ERP, and MS
- Any other work assigned from time to time

General Information

1. Prescribed qualifications are minimum and the mere fact that a candidate possessing the same will not entitle him/her to be called for interview. In this regard the decision of the Company / Screening Committee will be final and no request in this regard for reconsideration etc. will be entertained through any means.
2. Shortlisted candidates will be informed for written test/ interviews through registered e-mail only.
3. Company reserves the right to restrict the number of candidates for written test/interview to a reasonable limit, on the basis of qualification and experience.
4. Company reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for interview. No request in this regard will be entertained for review etc.
6. Qualifications/experience, age may be relaxed for exceptional candidates.
7. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
8. The Institute observes working 5 days a week and National Holidays as followed by the Institute on the lines of the Govt. of Delhi notification.

How to Apply

Interested candidate may apply online from <https://iiitd.ac.in/careers/staff> by 14th September 2021 5 PM, with a resume covering educational qualifications, work experience, contact details, references etc. . Only short-listed candidates shall be called for the interview. Decision of the management for the shortlisting and selection will be final.