

IHUB ANUBHUTI-IIITD FOUNDATION

Indraprastha Institute of Information Technology Delhi
Okhla Industrial Estate, Phase III, New Delhi –110020

Advertisement inviting applications for the Senior Accountant

IHUB ANUBHUTI-IIITD FOUNDATION, hereafter referred as IHUB, is a Section-8, Not-for-profit Company at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) under a National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of the Government of India. It is a sector-agnostic Technology Innovation Hub in the technology vertical “Cognitive Computing & Social Sensing” to be supported by the Science and Engineering Research Board (SERB), Department of science and Technology (DST), Govt of India for five years, following which it should generate its own revenue to continue with its functions.

The foundation is looking to hire an individual on the Senior Accountant position and invites online applications for the position with a walk-in interview on the defined date and time.

Job Title: Senior Accountant

No. of post: One

Job Profile:

Management of finances, accounts, budget and other financial controls such as reconciliation, disbursements, taxation and other related statutory compliances etc. Should be good in financial concepts, accounting, legal aspects (secretarial laws), documentation, audit process, etc. along with good communication and quantitative skills. Expected to have strong skills in MS Office.

Job responsibilities include, but are not limited to the following:

- Handling of the receipts of the IHUB, including banking of receipts, withdrawals, reconciliation etc.
- Accounting of external grants, corpus/earmarked funds. Developing tracking mechanism for grants, use of grants.

- Accounting and management of IHUB's funds. Developing good Financial MIS, dashboard and other internal processes in finance.
- Management of all funds (investment, renewal, interest accrued, certificates etc.).
- Financial Management of workshops/seminars/conferences etc. i.e. reimbursement of travel claims, refunds, receipt of participation fee etc.
- Auditing of funds, furnishing of utilization certificates and statement of receipt.
- Preparation and furnishing of management information reports as per requirement.
- Providing assistance in reconciliation of books of account.
- Maintenance of record of budgets and track over utilization of budgeted funds.
- Maintenance of all documents/records/files related to funds, grants etc.
- Ensuring compliance with statutory requirements.
- Review of transactions, vouchers, supporting documents.
- Developing invoicing and receipt system for IHUB.
- Submission of TDS return, Service Tax returns, VAT returns, GST returns, etc.
- Any other work assigned from time to time.

Skill Sets, Knowledge and Experience

- **Educational qualifications:** Graduate with excellent written and oral communication skills.
- **Experience:** Preferably 5 years relevant accounting experience.
- Experience with interaction with Government agencies
- Sound knowledge of ERP, Accounting software (such as Tally etc.) and MS Office.
- High numeracy and technical skills.

Compensation, Tenure and other details:

The monthly consolidated salary will be in the range of **30,000/-** to **40,000/-** per month. Initial period of appointment will be 1 year from date of joining, extendable based on performance. The employment to the above post will be purely temporary and ad-hoc.

Age: Preferably less than 40 years

Separation condition: 1 calendar months' notice in writing for separation on either side or salary in lieu of the notice period.

General Instructions:

1. The candidates are preferred to apply online before the date of walk-in interview. However, the candidate, fulfilling the essential qualification and experience, may opt

for direct walk-in interview by coming to the Manager IHUB, at least two hours prior to the commencement of the walk-in interview, i.e. by 9AM, April 15, 2021. Failing to report by then, the candidate may not be entertained to participate in the walk-in process for selection. All candidates should come or walk-in with a copy of their detailed Biodata/Curriculum Vitae and the relevant documents in original with a photocopy of each (towards proof of academic qualification and experience). Any candidate not fulfilling the essential qualification will be denied participation in the walk-in.

2. Eligible candidates can report at A-520, R&D Building, IIT-Delhi, Okhla Industrial Estate, Phase-III, New Delhi-110020.
3. The IHUB reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, on the basis of age, qualification and experience, etc.
4. The IHUB also 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 allowed to participate in the walk-in session of the recruitment process. No request in this regard will be entertained for review etc.
6. The selected candidate will be expected to join within 10 days from the date of issuance of the Offer of Appointment, failing which the candidate may not have any claim on the offered position.

How to Apply:

Interested candidate may apply at <https://iiitd.ac.in/careers/staff>. The last date for submitting online applications is 10th April 2021. All those who fulfill the essential qualification and experience and have applied for the position online, can come for the walk-in interview on the above specified date and time.