



Role: Junior Manager (Finance) for the Centre of Excellence in Human-Centered Computing

The Centre of Excellence in Human-centered Computing at IIIT Delhi is inviting applications for **“Junior Manager-Finance for Centre of Excellence in Human Centered Computing.”** The candidate will assist in managing the day-to-day finance activities.

Key Responsibilities (including but not limited to):

- Prepare and maintain financial note sheets and official documentation.
- Process reimbursements in accordance with IIIT-Delhi policies.
- Assist in preparing recruitment-related financial notes and approvals.
- Support day-to-day finance operations and compliance activities.
- Coordinate with the IIIT Delhi Finance and IRD team on budgeting, reporting, and donor-related financial documentation.
- Maintain organized records of transactions, reimbursements, and financial communications.
- Assist in audit preparation and internal financial reviews as needed.
- Perform any other tasks as assigned.

Essential Qualifications:

- Bachelor’s degree in Science, Commerce, Arts, Finance, or a related field (Master’s preferred).
- Proficient in MS Excel, Word, and financial documentation.

Preferred Qualification:

- Knowledge of accounting software (e.g., Tally, QuickBooks) is a plus.
- Strong attention to detail and organizational skills.
- Ability to handle confidential information with integrity.
- Good written and verbal communication skills.

Salary and Duration:

The salary will be in the range of 6 Lakhs to 8 Lakhs per year based on the candidate's qualification and experience. The position is contractual and project-based and co-terminus with the project. The duration of the job will be as per your offer letter or co-terminus with the Project, whichever is earlier. Currently, the project duration is till July 31st, 2026.

Location: The candidate chosen for this role will be working at the physical premises of IIIT-Delhi, Okhla Phase 3, New Delhi. The work is full-time and on-premises.

How to apply:

Please send your c.v. to chcc@iiitd.ac.in. The CV should contain information about your education and relevant experience. It should also mention the likely date of joining, if offered.

Last Date to Apply:

The last date of application for the job is 7th November 2025. However, applications will be processed as received, and people will be asked to join as soon as possible.