

# IHUB ANUBHUTI-IIITD FOUNDATION

(A Section 8 Company Promoted by IIIT-Delhi)

Adv. No.: iHub-Anubhuti/2023/Hiring/23

Date: 12/07/2023

## **Advertisement inviting applications for the Position Accounts Executive**

IHUB ANUBHUTI-IIITD FOUNDATION (iHub-Anubhuti), is a Section-8, Not-for-profit Company at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) of the Government of India. It is a Technology Innovation Hub supported by the Department of Science and Technology (DST), Govt. of India. iHub-Anubhuti has been set up to create a collaboration between industries, academic institutions, and government agencies to innovate and develop data-driven cognitive computing solutions.

The iHub-Anubhuti is a Hub of Research, Entrepreneurship, and Innovation in the area of Cognitive Computing & Social Sensing.

iHub-Anubhuti is looking to hire for the following position and invites applications for the same:

**Job Title: Accounts Executive**

**No. of posts: Two (02)**

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

1. General Accounting:
  - Handle day-to-day accounting activities, including accounts payable and accounts receivable.
  - Process and review invoices, expense reports, and purchase orders.
  - Prepare and reconcile bank statements and financial records.
  - Maintain the general ledger and ensure accuracy of entries.
  - Assist in month-end and year-end closing procedures.

## 2. Financial Reporting and Analysis:

- Prepare financial statements, reports, and forecasts.
- Analyze financial data and identify trends or discrepancies.
- Conduct variance analysis and provide insights on financial performance.
- Assist in budgeting and cost control activities.

## 3. Accounts Reconciliation:

- Reconcile accounts receivable and accounts payable balances.
- Resolve any discrepancies or issues with vendors or clients.
- Monitor outstanding payments and follow up for timely collection.
- Coordinate with internal teams to ensure accurate and timely invoicing.

## 4. Compliance and Audit Support:

- Ensure compliance with accounting principles and financial regulations.
- Assist in internal and external audit processes.
- Maintain proper documentation and filing systems.
- Implement and maintain internal controls to safeguard financial transactions.

## 5. Financial Systems and Process Improvement:

- Utilize accounting software to perform tasks efficiently.
- Identify opportunities for process improvement and implement best practices.
- Collaborate with cross-functional teams to streamline financial processes.

## 6. Relationship Management:

- Liaise with vendors, clients, and internal stakeholders regarding financial matters.
- Provide support and guidance to other departments regarding financial policies and procedures.

Any other work assigned by higher management from time to time.

### **Skill Sets, Knowledge, and Experience**

- **Educational qualifications:** Graduate/ Postgraduate degree in commerce, accounting, finance & any related field.
- **Experience:** Minimum 2-3 years of experience in the relevant area in a government office/Autonomous institute/PSU or other Govt setup.

***Knowledge of Accounting Software like Tally, PFMS, Pay Roll Accounting is required.***

● **Desirable:**

- Knowledge of Banking, Accounts, GST, TDS, GFR, and statutory compliance is preferable.
- Detail oriented, highly organized, team player and multitasking.
- Excellent problem-solving, organizational and negotiation skills along with good communication skills.
- Strong knowledge of accounting principles and financial regulations.
- Proficiency in accounting software (e.g., Tally or similar tools).
- Excellent numerical and analytical skills.
- Attention to detail and accuracy in financial data entry and analysis.
- Strong communication and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.
- High level of integrity and professionalism.
- Proficiency in MS Excel and other Microsoft Office applications.
- Having knowledge of compliances applicable of section 12A & 80G of Income tax Act & section 8 of Company Act.
- Having knowledge of CAG Audit, statutory audit & internal audit.

**Compensation, Tenure and other details:**

The consolidated salary will be in the range of **INR 4.8 Lakhs to INR 6 Lakhs** annually. It will be a contractual position with an initial period of appointment of two (02) years, extendable based on performance. There will be an initial probation period of 3 months.

**How to Apply:**

Interested candidates may apply on the [Application Form](#).