

IHUB ANUBHUTI-IIITD FOUNDATION

(A Section 8 Company Promoted by IIIT-Delhi)

Adv. No.: iHub-Anubhuti/2023/Hiring/11

Date: 07/03/2023

Advertisement inviting applications for the 'Head (Finance)'

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 an individual for the **Head (Finance)** position and invites applications for the same.

Job Title: Head (Finance)

No. of post: One (01)

Job Profile:

The candidate should be well-versed in all aspects of financial management ranging from simple accounting to broad investment and banking operations. The goal is to protect the company's revenues and profits to achieve full financial control and sustainable growth.

The candidate should be efficient in providing leadership, direction, and management of the finance and accounting team. Provide strategic recommendations to the CEO, Manage the processes for financial forecasting and budgets, and oversee the preparation of all financial reporting. Head Finance should be able to advise on long-term business and financial planning.

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

- Drive iHub's financial planning.
- Assist and lead the iHub-Anubhuti team in fundraising.
- Perform risk management by analyzing the organization's liabilities and investments.
- Decide on investment strategies by considering cash and liquidity risks.

- Create & Optimize financial Model for the organization's fundraising plans and capital structure.
- Establishing and developing relations with senior management and external partners and stakeholders.
- Coordination with auditor.
- Timely submission of financial statements/UCs.
- Prepare SOPs for best practices.
- Ensure cash flow is appropriate for the organization's operations.
- Supervise all finance personnel (accountants, treasurers etc.).
- Prepare reliable current and forecasting reports.
- Set up and oversee the iHub's finance IT system.
- Ensure compliance as per the statutory and company's policies.
- Preparation of annual & monthly statements.
- Management of Banking operations.
- Any other task assigned by the leadership.

Skill Sets, Knowledge and Experience

- **Educational qualifications:** M.Com/ CMA/ CA/ MBA (Major in Finance) or equivalent.
- **Experience:** Preferably 8-10 years' proven experience as Head Finance, finance officer or relevant role.
- **Desirable:**
 - In-depth knowledge of corporate financial law and risk management practices.
 - Excellent knowledge of data analysis and forecasting methods.
 - Proficient in the use of MS Office, and financial management software (e.g. Tally).
 - Ability to strategize and solve problems.
 - Strong leadership and organizational skills.
 - Excellent communication and people skills
 - An analytical mind, comfortable with numbers.

Compensation, Tenure and other details:

The consolidated salary will be in the range of **INR 17 lakhs – INR 20 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 6 months.

General Instructions:

1. iHub-Anubhuti reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, on the basis of qualification and experience, etc.
2. iHub-Anubhuti also reserves the right of rejecting any or all the applications without assigning any reasons thereof.

3. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for the further recruitment process. No request in this regard will be entertained for review etc.
4. The selected candidate will be expected to join within a month from the date of the Offer of Appointment.

How to Apply:

Interested candidates may apply on the [APPLICATION FORM](#). This is a rolling advertisement until position is filled. Only shortlisted candidates shall be called for the further recruitment process. The decision of the management for the shortlisting and selection will be final.