



IIM Lucknow Enterprise Incubation Centre
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

NOIDA Campus @B1, Institutional Area, Sector 62, NOIDA- 201307

VACANCY NOTIFICATION
(CALL FOR APPLICATIONS)

Recruitment for the position of Senior Manager Accounts: Finance & Accounting on contract for IIML Enterprise Incubation Center.

IIML EIC is a Section 8 company operational since 2016, hosted by IIM Lucknow and supported by NSTEBD, DST, GOI and Government of UP. IIML EIC invites applications from the interested and eligible candidates for the selection of one position of **Senior Manager Accounts: Finance & Accounting** on contract initially for a period of 2 year, which may be considered further for extension as per the need and policy of the IIML EIC. The location of the position will be IIML Lucknow – Noida Campus, Sector 62, Noida, UP.

Post- Senior Manager Accounts: Finance & Accounting

Compensation:

As per the IIML EIC policy the total CTC (Cost to Company) offered is **Rs.9.00 Lacs** (per annum) with break up available as per company norms.

Qualifications:

- CA (Final).
- Minimum **2 years** post completion of CA (Final).
- The candidate must have a good track record of academic performance from a reputed institution.
- Strong knowledge in the area of the **Startup Investment Process and Financial Modeling** including **Startup Due Diligence & Negotiation skills**.
- Strong network with various government agencies and corporates and ability to build strategic partnerships.
- Exposure to Cash Flow, Venture financing, Valuation, Equity and Cap table management (desirable).
- Proficiency in Tally & MS-Office.
- Fluent in spoken and written English.

Job description & Key Responsibilities

- Ensure relevant details are mentioned on the vendor invoice (date, company name, proper description of goods/services provided, PAN etc.) and accompanied by an approved payment request.
- Have a proper knowledge of GFR Rules.
- Ensure efficient management of the funds received
- Proper booking of expenses with correct project names and budget heads as required by different donors.
- Ensure proper deduction of TDS, PF, Professional Tax (PT) etc. and remittance thereof as per their due dates

- Prepare data for TDS, PF, PT etc. and ensure timely filing of returns
- Ensure proper booking of all kinds of receipts (receipts includes fees, rent, donations, grant, CSR fund, seed fund, sponsorships, exits etc.).
- Prepare Cash Flow Statements (CFS) on fortnightly/monthly basis for the projects
- Ensure amounts reflected in CFS, books of accounts, and financial reports/ UCs provided to contributors/ donors are aligned.
- Ensure timely reporting to different donors in the required format as per the agreement
- Prepare Utilization certificate, MIS and other reporting, where ever necessary.
- Maintain various registers as required by the donors/statutory compliances like fixed assets, salary, investment.
- Knowledge of FCRA Laws and compliance thereof would be an added advantage.
- Handle donor audit, statutory/internal audit and resolving audit queries.
- Basic Knowledge on financial modelling of startups would be an added advantage.

However, your ability and expertise can be utilized in any other field/function in the best interest of the company.

General Conditions:

- Submit your application using the below link:

Link: [CLICK HERE](#)

- Last date of submitting the application is **26th March 2022**, before **0530 Hrs.**
- All the received applications for the aforementioned post will be shortlisted. Please note only the shortlisted candidates will be invited through e-mail to appear for the interview on the scheduled date and time.
- The candidates have to carry their CV along with a set of photocopies in support of their educational qualifications, experience etc. at the time of interview. They should also bring all testimonials in original for verification purpose.
- There will be multiple rounds of interviews as deemed appropriate by the management.
- No TA/DA or any other incidental expenses will be reimbursed for attending the interview.
- Initial appointment will be for a contractual period of 2 years subject to renewable in view of satisfactory performance of the incumbent and need of the IIML-Incubator.
- The compensation will be decided depending on qualification, experience, last drawn salary and relevant factors.
- Candidates are advised to visit the website of IIM Lucknow Incubator (www.iimlincubator.com) /(www.iiml.ac.in) for regular updates, amendments and corrigendum (if any).
- IIML-Incubators reserves the right not to fill the above position, if it desires so.
- Canvassing in any form will be credited for disqualification.
- Location of the Job is: IIML Lucknow – Noida Campus, Sector 62, Noida, Delhi NCR.

Managing Director,

**IIML- Enterprise Incubation Center
Indian Institute of Management- Noida Campus
B-1, Institutional Area, Sector-62, Noida**