

Walk-in-interview on 19th March 2024

Candidates are invited for the position of Technical Assistant (Contract up to 31st March 2025) in the Foundation for Innovation and Entrepreneurship Development (FIED).

Job title	Technical Assistant
Organization	IIM Kashipur Foundation for Innovation & Entrepreneurship Development, Section 8 Company under the aegis of IIM Kashipur
Nature of Post	The vacancy is to be filled up purely on a contract basis for an initial period of one year up to 31.03.2025. The contract may be extended further subject to satisfactory performance and requirement of the Institute. Performance will be evaluated at the end of the contract. This contract is not renewable automatically. The candidate will be given consolidated honorarium only (as agreed mutually) per month during the said contract period. The salary range for this position is up to INR 30000. During the period of said contract, the candidate will not be entitled to any other benefits/ facilities. During the period of aforesaid contract period either party can terminate the services by giving one month's notice without assigning any reason.
No. of Posts	One
Remuneration	Up to INR 30000/=(Consolidated)

Key Results and Performance Areas

1. Manage Accounts: Handle all aspects of the accounting function for IIM Kashipur FIED & its Incubated Startups, including accounts receivable, accounts payable, general ledger, and bank reconciliations.
2. Financial Records: Maintain accurate financial records and ensure that all financial transactions are properly recorded, categorized, and documented for IIM Kashipur FIED & all of its Incubated Startups.
3. Cash Flow Management: Monitor cash flows, prepare cash flow projections, and implement strategies to optimize cash flow management.
4. Budgeting and Forecasting: Assist in the preparation of annual budgets and financial forecasts, providing financial analysis and recommendations to management.
5. Financial Reporting: Prepare and analyze financial statements, including profit and loss statements, balance sheets, and cash flow statements.
6. Compliance: Ensure compliance with relevant accounting standards, tax regulations, and legal requirements. Keep up to date with changes in financial regulations and ensure timely implementation.

7. Management Information Systems: Utilize appropriate accounting software systems, such as Tally, to accurately record financial transactions and generate relevant reports for IIM Kashipur FIED & IIM Kashipur FIED Incubated Startups.
8. Audit Support: Coordinate with external auditors during annual audits and assist in providing necessary documentation and information.
9. Financial Analysis: Conduct financial analysis to identify trends, variances, and opportunities for cost savings or revenue generation.
10. Documentation and Record Keeping: Maintain organized and up-to-date financial files, records, and documentation, ensuring confidentiality and security for IIM Kashipur FIED & IIM Kashipur FIED Incubated Startups.
11. Collaborative Team Player: Collaborate with other team members to ensure smooth financial operations, provide support, and contribute to the overall success of IIM Kashipur FIED.

Qualification and Experience

- Graduation in any stream, preferably B. Com/BBA with working knowledge of accounts & computers, including MS Office.
- Strong knowledge of accounting principles, practices, and procedures.
- Proficiency in using accounting software systems such as Tally or similar.
- Excellent analytical and problem-solving skills with a keen attention to detail.
- Good understanding of financial statements, budgeting, and financial forecasting.
- Knowledge of tax regulations and compliance requirements of GIF & its Incubated Startups
- Strong communication and interpersonal skills to effectively collaborate with team members, stakeholders, and external auditors.
- Ability to work independently, manage multiple priorities, and meet deadlines.

How to Apply

Interested candidates are advised to APPLY ONLINE on the given link <https://forms.gle/PuwCHHufvmD2tPj77>

Please share the copy of CV (PDF) at fied.ram@iimkashipur.ac.in

Selection Process

Interested candidates for the above position may attend the walk-in interview on 19th March 2024.

Note- The selection committee reserves the right to select or reject candidates based on the fulfillment of the eligibility criteria, the quality of submitted materials, and alignment with the goals and requirements of the position. Decisions made by the selection committee are final and not subject to appeal.