

IITI DRISHTI CPS FOUNDATION
(A Section 8 - Not for profit Company)

Advertisement for the post of Senior Finance Manager and Finance Manager

Advt. No. – IITI-DRISHTI-CPS/Sec – 8/2022/16

Date: 27/10/2022

Position: Senior Finance Manager and Finance Manager

Company: IITI DRISHTI CPS Foundation (A Section 8 - Not for profit Company)

Location: LRC 4th Floor, IIT Indore Campus, Simrol, Indore, MP, India, 453552

About the Company: IITI DRISHTI CPS Foundation (DRISHTI CPS) was established at IIT Indore as a Technology Innovation Hub for System Simulation, Modelling and Visualization under the aegis of the National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) coordinated by the DST, Government of India. The hub has an initial support from the DST for five years. It is expected that the TIH will become self-sustaining and generate its own revenue to continue with its functions beyond that. More details about the company are available at: <http://drishticps.iiti.ac.in/>

Role: To ensure all financial compliances and transactions are processed accurately, are timely, and are accordance with generally accepted accounting principles along with GFR.

Key Responsibilities:

Key Responsibilities include, but are not limited to:

- Managing finance related matters of the company i.e., Budget preparation, ensuring all tax/financial compliances, processing salary, bills, etc.
- Coordinating with Government Departments and other Donors for finance related matters
- Coordinating with relevant banks
- Maintaining a system of accounts and keeping books and records of all transactions and assets.
- Coordinating with the external and internal auditors on all types of audits (Statutory Audit, GST Audit, Transfer Pricing Audit)
- Assisting in the management of grants reporting, compliance, and reconciliation.
- Managing, overseeing, processing (as appropriate), and acting as a backup for processing the following transaction elements: accounts payable, revenue and expenses, fixed assets, cash, bank reconciliations, and allocations.
- Performing 'month-end closing' procedures that include overhead allocations, account reconciliations, and schedule updates.
- Assisting in the issuance of timely, accurate, and complete financial statements at all levels of governance including: the Board of Directors; Executive; and Management.
- Assisting and coordinating in the preparation of the draft audited financial statements, tax returns and annual report.

- Preparation of cash flow statement, Utilization Certificate (UC) and Schedule of Expenditure (SE) on monthly basis.
- Overseeing tax and regulatory payments, returns filings, and compliance.
- Coordinating and assisting for applying various approvals and concessions on timely basis.
- Any other company related task assigned by Reporting Officer or Competent Authority.

Essential Qualifications:

Finance Manager: MBA (Finance) or CA Inter;

Sr. Finance Manager: Chartered Accountant (CA) or CFA or similar educational qualifications

Experience:

5 years and more in relevant area

Desired Profile:

Following additional qualification are desirable:

- Prior experience and knowledge of Startup Investments and managing similar activities
- Well versed with Tally and MS office (word/power point/excel)
- General management skill
- Relevant experience as Deputy Manager/Accountant or higher positions with expertise in preparation of (i) SE/UC/SoE, (ii) salary and (iii) tax calculations. Knowledge of Government rules and regulations with respect to the above.
- Experience in CFTI/industry with knowledge of GFR and PFMS/DARPAN portal. Fully versed with the use of an appropriate accounting software.

Compensation:

| Post | Salary Range |
|------------------------|---------------------------|
| Senior Finance Manager | INR 70,000 – INR 1,00,000 |
| Finance Manager | INR 50,000 – INR 75,000 |

(Note: Salary will be based on experience and performance during the interview)

Interested candidates may [click here](#) to submit the application. The last date to submit the applications is 06 November 2022.

Only shortlisted candidates will be called for a written test/interaction/interview. Mere fulfillment of the eligibility criteria does not entitle an applicant to be shortlisted. All the applications will be thoroughly evaluated for suitability with the company's requirement. Company reserves the right to not fill up /cancel the post advertised without assigning any reason.

Position is on contract basis initially for one year. The contract may be extended based on the requirement of the company and performance of the candidate.