

**IITI DRISHTI CPS Foundation, IIT
Indore**
(A Section 8 - Not for Profit Company)

Advt. No. – IITI-DRISHTI-CPS/Sec – 8/2021/03

Date: 30/10/2021

Advertisement for the post of

1. Manager – Finance: 01 (one post)

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

Location: IIT Indore

About the Company

- IIT Indore has established IITI DRISHTI CPS Foundation (DRISHTI CPS) as a Technology Innovation Hub (TIH) for System Simulation, Modelling and Visualization aspects of Cyber Physical Systems under the aegis of the National Mission on Interdisciplinary Cyber-Physical Systems (NM- ICPS) coordinated by the DST, Govt. of India.

Interested candidates may apply through the online portal: drishticps.iiti.ac.in in the 'Job Openings' section. The Last date to submit online applications is 08 November 2021.

Shortlisted candidates will be called for an interaction/interview/written test. The dates for the same will be announced later.

MANAGER – FINANCE

1. Role Description

The Manager – Finance would be expected to manage all finance matters like salary, GST related compliances, budget preparation and monitoring, audit, taxation, UC/SE preparation, documentation for PMFS/DARPAN portals, financial matters related to (a) startup companies, (b) centers of excellence, (c) industrial research centers established in the TIH. This job description is not exhaustive, and the post holder may, from time to time, be required to undertake other related duties as per the advice of the CEO of DRISHTI CPS.

2. Key Responsibilities include, but are not limited to:

- Providing useful financial insights to facilitate better decision making towards formulating and executing strategy. Providing guidance and analytical insights to the executive and operational management.
- Maintaining a system of accounts and keeping books and records on all transactions and assets.
- Preparing and analyzing accurate monthly financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, and cash flow.
- Maintaining control of the following areas: general ledger, accounts payable, expense reports, billing, and payroll.
- Coordinating with the external auditors on all types of audits (Statutory Audit, GST Audit, Transfer Pricing Audit)
- Supervising the accounting and HR associates and assigning jobs relevant to accounts payable, accounts receivable, new-hire onboarding, benefits administration, and management.
- Overseeing maintenance of personnel files.
- Assisting in the management of grants reporting, compliance, and reconciliation.
- Preparing for various ad-hoc financial scenarios as requested.
- Ensuring that all financial transactions are processed accurately, are timely, and follow generally accepted accounting principles.
- Developing, implementing, and maintaining processes and controls that along current best practices for transaction processing as per the GFR.
- Managing, overseeing, processing (as appropriate), and acting as a backup for processing the following transaction elements: payroll, 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 in the preparation of the draft audited financial statements and tax returns.
- Coordinating the preparation of financial information in the annual report.
- Recommending and reporting on benchmarks employed for measuring the company's performance.
- Calculating and issuing financial and operating metrics.
- Assisting in the production of cash flow reports, annual budget, and forecasts.
- Calculating variances in the budget and reporting significant issues to the management.
- Providing financial analysis and modeling as needed, in particular for capital investments, pricing decisions, and contract negotiations.
- Preparing and assisting with the development of audit schedules for the annual audit.
- Suggesting improvements in the processes to increase organizational effectiveness.
- Overseeing tax and regulatory payments, returns, filings, and compliance.

3. Qualifications:

- Essential: A graduation degree in Commerce and
- MBA in Finance or CA from a leading university/institute (with a minimum of 60% marks in the MBA degree)

4. Experience:

- Essential: At least 5 years of 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.
- Desirable: Experience in CFTI/industry with knowledge of GFR and PFMS/DARPAN portal. Fully versed with the use of an appropriate accounting software.

5. Remuneration:

Rs. 40,000 to 65,000 per month. There will be no separate allowances, accommodation, medical facility, or any other benefits.

6. Tenure: Initially 1 year (Extendable based on performance)

7. Age Criteria: 40 years or less on the date of application.

8. Tenure and disengagement:

The position advertised is temporary in nature and the employee's services shall be liable to disengagement during the tenure at any time through a notice in writing from the employer from the appointing authority. Such a notice, shall be given two months in advance. The company reserves the right to withdraw, modify, or discontinue any position at any time with the approval of the company management.