

## Call for Applications for the Post of **Executive: Accounts**

i-TIC Foundation is the Technology Business Incubator (TBI) at IIT Hyderabad, with focus on creating a supportive and nourishing environment for entrepreneurs. i-TIC provides the necessary facilities to these startup companies, along with guidance and mentoring by the faculty members of IITH and experts from the industry, to develop a robust ecosystem for entrepreneurship. It invites applications from Indian Nationals for the following post.

<b>Position:</b>	<b>Executive: Accounts</b> (Temporary appointment on Contract for a period of 11 months)
<b>Emoluments:</b>	Consolidated Pay of Rs. 40,000/- per month.
<b>Experience and Qualification:</b>	<ul style="list-style-type: none"><li>• Commerce graduate from a recognized university</li><li>• 2 years of experience in accounts and finance department of a company</li><li>• Experience in managing taxation, reports, audits, compliances</li><li>• Experience in working with accounting softwares</li></ul>
<b>Application Link:</b>	<a href="https://forms.gle/41xcaVrqk3JLRmEA7">https://forms.gle/41xcaVrqk3JLRmEA7</a>

### **Roles and Responsibilities:**

- Managing the accounts, taxation and billing operations of the organization
- Create standard operating procedures (SOP) for purchase, billing, reimbursements and payments
- Helping the team with the procurement of goods and equipment according to the organization policies
- Managing the funds from various grants and programs
- Helping the operations team to manage various activities like payroll, travel reimbursements, office and equipment maintenance, vendor management etc

### **Key Skills and Abilities:**

- An eye for details
- Good with Microsoft excel and spreadsheets
- Ability to manage multiple projects and accounts with ease

### **How to Apply:**

- Candidates, who fulfil the eligibility criteria, should apply through the link given above latest by **5:00 pm, 24<sup>th</sup> May, 2021**.
- Short listed candidates will be informed for an Interview by E-mail with details.
- The interview for the selection may be either online (likely) or physical depending on the situation.
- No TA/DA will be given to the candidate.
- For further queries, contact Prof. Suryakumar S., email: fic.irp@iith.ac.in ; phone: +91-8331036052