

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.

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| Position: | Executive: Accounts (Temporary appointment on Contract for a period of 11 months) |
| Emoluments: | Consolidated Pay of Rs. 40,000/- per month. |
| Experience and Qualification: | <ul style="list-style-type: none">• Graduate from a recognized university• 2 years of experience in accounts or store keeping department• Experience in managing taxation, reports, audits, compliances• Experience in working with accounting softwares |
| Application Link: | Physical / walk-in |

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:

- Physical walk-in interview: all candidates reporting at the below time with their CV and other relevant documents will be allowed for interview.
- Reporting Time & Venue: **10:00am, 7th September, 2022; Room 626, Academic Block-C, IIT Hyderabad Campus, Kandi, Sangareddy.**
- No TA/DA will be given to the candidate.
- For further queries, contact Prof. Suryakumar S., email: fic.incubation@iith.ac.in ; phone: +91-8331036052