

IIT Mandi iHub and HCI Foundation

CIN: U73100HP2020NPL008102

Regd. Office: IIT Mandi, VPO Kamand, Mandi, Himachal Pradesh, India – 175075

General/Project Manager position in Finance and Accounts at IIT Mandi iHub and HCI Foundation

Applications are invited for the post of General/Project Manager in the IIT Mandi iHub and HCI Foundation (iHub), situated on the Indian Institute of Technology (IIT) Mandi campus at Kamand Himachal Pradesh, India – 175075.

About iHub: IIT Mandi iHub and HCI Foundation (iHub) is a section 8 company established under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS). The vision of the iHub is to make India a leader in HCI research in the world. Based on faculty strengths, industry collaborations, and ongoing projects, the iHub's focus will be on the following: technology (interface) development and evaluation, HRD & skill development, entrepreneurship, and collaborations. For more information, visit <http://iitmandi.ac.in/TIH-HCI/>

Details: Human-computer interaction, also referred to as man-machine interaction (MMI), is a wide and multidisciplinary field that aims to improve the interactions between users and computers by making computers more usable and receptive to the users' needs. The field involves decision tasks that require a joint performance by both humans and machines. Some important aspects of HCI are user-interface design and user-interface evaluation.

Title of the Post: General/Project Manager Position - Finance and Accounts

Job profile: The manager would assist in Finance and Accounts. Must be well versed with Finance & Accounts functions, Financial planning & Budgeting procedures and practices and should be able to manage a team, implement budgetary systems and budget controlling. Any other activity related to the IIT Mandi iHub and HCI Foundation may also be assigned.

Joining date: As soon as possible.

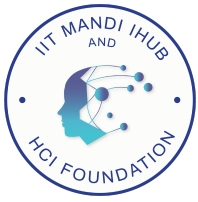
Number of vacancies: One (1)

Job description for Post

- Assist in the development of various policy documents/guidelines/manuals like procurement manual etc.
- Assist in formulating procurement plans.
- Assist and provide guidelines in developing detailed project reports, requests for proposals, contract documents and service level agreements.
- Monitor budgets and variances, review fund utilization and provide inputs for better cash flow management.
- Overall supervision of the company's day to day functioning of the accounts and finance functions including MIS, audit, taxation, corporate affairs, etc. in compliance with the Indian Accounting Standards.

Workplace: IIT Mandi iHub and HCI Foundation Office, SRIC Office, South Campus, IIT Mandi, VPO Kamand, District Mandi, Himachal Pradesh - 175075

Email: tih@iitmandi.ac.in | **Phone:** +91 1905 - 267132 | **Website:** <https://www.iitmandi.ac.in/TIH-HCI>



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- Assist in financial evaluations of external agency proposals related to the implementation of various initiatives and projects.
- Manage company finances including the banking function & company accounting including costing.
- Initiate and guide the preparation of forecasts of company revenue, working capital, expenditure and return on investments.
- Compliance with all statutory matters, including income tax, GST, transfer pricing issues etc.

Qualifications:

- Mandatory - MBA (Finance) OR Chartered Accountancy
- Desirable - Additional qualification as LLB and/or Company Secretary

Requirements:

- 7 or more years of work experience.
- Experience in managing the Finance/Accounts function of a Private/Public/Government organization.
- Certification as a Company Secretary (CS) would be preferable.
- Experience in interfacing with government agencies would be preferable.
- Willingness to relocate and work from the iHub office at IIT Mandi.

Salary: Open based on qualifications and experience (Up to Rs. 1 lakh per month)

Duration: 1-year and extendible upon performance.

Candidates meeting the qualifications and experience may submit their details and CV online via the following link:

<https://forms.gle/4CkDVW3H2ZboCdj7> (deadline: by 5 PM on November 15th, 2021)

Interviews would be conducted in an online mode, where there may be multiple rounds of interviews. The date and time of the interview and the online link will be shared by email with candidates before the interviews.

The decision of the selection committee regarding the interview logistics and selection process for the post will be final. The selection committee reserves the right to fill or not fill the advertised post. For any additional clarifications/information, please contact: hr@ihubiitmandi.in

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