



ADVERTISEMENT
FOR ASSISTANT MANAGER -FINANCE, AUDIT & COMPLIANCE
AT
IIT MANDI IHUB AND HCI FOUNDATION
A Section – 8 Company
Location – IIT Mandi Campus

About IIT Mandi iHub and HCI Foundation: 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 focus area of IIT Mandi iHub is “**Human-Computer Interaction.**” The vision of the iHub is to be an internationally recognized hub that nurtures HCI research, enables technology translation for industry, and scales skill development. The four areas of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation & Acceleration, and Collaboration. For more information, visit www.ihubiitmandi.in

Applications are invited for the position of Assistant Manager-Finance, Audit & Compliance

Responsibilities

- Prepare and analyze financial statements, reports, and budgets to provide insights into the organization's financial performance.
- Monitor key financial metrics and indicators, identifying trends and variances for management review.
- Plan and execute internal audits to assess the effectiveness of internal controls and compliance with regulatory requirements.
- Identify areas of financial risk and recommend control improvements to mitigate risk exposure.
- Coordinate with external auditors to facilitate the annual audit process and address audit findings.
- Support the development of long-term financial plans and strategies to support business growth and sustainability.
- Oversee day-to-day financial operations, including accounts payable, accounts receivable, and payroll processing.
- Ensure timely and accurate recording of financial transactions in accordance with accounting principles and organizational policies.
- Manage and mentor a team of finance and audit professionals, providing guidance and support to achieve departmental objectives

Requirements

- Master's degree in accounting, finance, or related field; CA or equivalent certification preferred.
- Strong understanding of financial principles, accounting standards, and regulatory requirements.
- Knowledge about GEM portal and PFMS portal
- Understanding of GFR 2017
- Experience with financial reporting systems and proficiency in Microsoft Excel and other financial software.
- Excellent analytical and problem-solving skills, with the ability to interpret complex financial data and make strategic recommendations.

- Effective communication and interpersonal skills, with the ability to collaborate with cross-functional teams and senior management.
- Attention to detail and strong organizational skills, with the ability to prioritize tasks and meet deadlines effectively.

Apply here: <https://xt9iuyp9fqg.typeform.com/to/Shj2aVJS>

Essential Qualifications:

- The position requires a minimum master's degree in accounting, finance, or any other relevant area with a minimum of 55 % marks (7 CGPA). CA or equivalent certification will be preferred.

Position	Qualification	Years of Experience
Assistant Manager	Master's Degree	Minimum 7 Years

Desirable Skills/Traits:

- Experience working with non-profit organizations/Finance/Audit
- Ability to take the initiative.
- Excellent managerial, collaboration, and networking skills with a proactive approach to work.
- Excellent interpersonal and communication skills and fluency in written and spoken English.
- Strong professional network
- Strong experience in working in teams, managing subordinates, and handling administration processes

Remuneration: CTC ₹ 4,80,000 to ₹7,80,000 Per Annum

Terms/Instructions:

1. Only shortlisted candidates will be contacted/informed through email/phone.
2. IIT Mandi iHub and HCI Foundation reserves the right to fill up the post, not to fill up the position or cancel the advertisement in whole or part without assigning any reason. The company also reserves the right to limit the number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.
3. Documentary evidence of all educational and professional qualifications will be required to be produced when specified.
4. The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be terminated.
5. If it is found later that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.
6. **The applications will be considered till the post is filled.**

Contact us: IIT Mandi iHub and HCI Foundation, IIT Mandi, North Campus, Kamand, District Mandi, Himachal Pradesh 175005

Email: hr@ihubiitmandi.in

Website: www.ihubiitmandi.in

Note: All applications should be routed through the application link provided for each position in the advertisement. Email us only in case of questions.