

IITI DRISHTI CPS FOUNDATION
(A Section 8 - Not for profit Company)
Advertisement for the post of Senior Finance Manager

Advt. No. – IITI-DRISHTI-CPS/Sec – 8/2022/05

Date: 02/05/2022

Position: Senior Finance Manager

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

Location: IITI DRISHTI CPS Foundation, IIT Indore Campus, Simrol, Indore, MP, India, 453552

About the Company: IITI DRISHTI CPS Foundation (DRISHTI CPS) was established at IIT Indore as a Technology Innovation Hub for System Simulation, Modelling and Visualization under the aegis of the National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) coordinated by the DST, Government of India. The hub has an initial support from the DST for five years. It is expected that the TIH will become self-sustaining and generate its own revenue to continue with its functions beyond that. More details about the company are available at: <http://drishticps.iiti.ac.in/>

Reporting to: CEO, IITI DRISHTI CPS Foundation

Job Summary: Work closely with the CEO to efficiently manage the available fund. Closely collaborate with various section heads to other internal key stakeholders to manage finance and account of the company. To ensure all financial compliances for the company.

Key Responsibilities:

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 of 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 and internal auditors on all types of audits (Statutory Audit, GST Audit, Transfer Pricing Audit)
- Supervising the accounting and assigning jobs relevant to accounts payable, accounts receivable.
- 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: 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 financial performance.
- Preparation of cash flow statement, 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.
- Overseeing tax and regulatory payments, returns filings, and compliance.
- Preparation of Utilization Certificate (UC) and Schedule of Expenditure (SE) on monthly basis.
- Ensuring Registrar of Companies (ROC) compliance
- Coordinating and assisting for applying various approvals and concessions on timely basis.
- Any other company related task assigned by Reporting Officer or Competent Authority.

Qualifications:

Chartered Accountant

Desired Profile:

Following additional qualification are desirable:

- Prior experience of working with any company and managing similar activities
- Well versed with Tally and MS office (word/power point/excel)
- General management skill

- 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.
- Experience in CFTI/industry with knowledge of GFR and PFMS/DARPAN portal. Fully versed with the use of an appropriate accounting software.

Compensation: 9-12 lakhs per annual CTC (based on experience and performance during the interview)

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

Note: Interested aspirants may send their details to “hr.drishticps@iiti.ac.in” by May 06th 2022, mentioning the post applied for in subject.

Only shortlisted candidates will be called for a written test /interview. Initial screening will be done based on the study of the profile, educational qualification, relevance of the experience, etc. A telephonic discussion/online interview may be held to check the suitability of the profile for further evaluation.

Position is on contract basis initially for one year. The contract may be extended based on the requirement of the company and performance of the candidate.

Depending on the number of applications received, the minimum required qualifications may be modified. Mere fulfilment of the minimum eligibility criteria does not entitle an applicant to be shortlisted. Initially screening will be done based on the relevance of the

Candidate is expected to join immediately.

Final round of interview for the shortlisted candidates is expected to happen during May 9-14, 2022.