

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
(IIT ROORKEE DEVELOPMENT FOUNDATION)**

ADVERTISEMENT TO FILL UP PROJECT POSITIONS

Dated: 22-09-2022

Applications are invited from Indian nationals only for time-bound project position(s) as per the details given below under the CEO (Name: Santosh Kumar), Dept./Centre: IIT Roorkee Development Foundation (IITRDF- A Section 8 - Not for profit Company)

1. Title of Project : **DORA Promotional Account**
2. Sponsor of the project : **IIT Roorkee Development Foundation**
3. Duration : **For two year (Extendable based on performance)**
4. Project position(s) and number:

Project Position	No. of Position	Minimum Qualification	Monthly Emoluments	Job Description
Finance and Accounts Manager	01	<p>Qualification:</p> <p>M.Com. Full- time education.</p> <p>Preference will be given to candidates with C.A degree with experience in corporate working competitive environment.</p> <p>Experience:</p> <p>The candidate must have a minimum of 5 years of relevant experience in FP&A and planning.</p> <p>Must have experience in preparing of Memorandum of Understandings (MoUs), Monthly report, Annual financial reports, Director's report, Compliance filing</p> <p>Ensuring Controls and compliance framework: Ensuring Business Decisions to relevant Delegation of Authority (DOA) and statutory requirements. Lead, Audit, Accounting, and Compliance Ensure monthly accounting of spend with ledger scrutiny and reconciliation Close coordination with business stakeholders to</p>	<p>Up to 1 Lakh</p> <p>Please share the last pay slip withdrawn along with your application.</p>	<p>To carry out all the CEO office Finance, Accounting and Compliance tasks. Multitasking team player to support for annual leave relieving for a lean IITRDF team.</p>

Santosh Kumar

22-09-2022

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	<p>ensure business decision making is done with appropriate data and analysis.</p> <p>For each donation fulfill the obligation of financial reporting to donors such as Utilization Certificate etc. Compile data for annual financing requirements.</p> <p>Experience in dealing with donors.</p> <p>Experience in developing F&A systems from scratch.</p> <p>Planning: Should have knowledge of FP&A Variance analysis & Monthly MIS and report Should be good interpersonal skill also should have experience in budgeting</p> <p>Month-end close and MIS reposting: Closing month-end as per monthly calendar Submitting Flash numbers for reporting. MIS reporting for various stakeholders.</p> <p>Support-System Automation-Finance Processes: To work on future system development to improve. Overall reporting and controlling of finance transactions Management of grants</p> <p>Relevant Experience: Overall 5+ years of work experience in the grant field. Any Experience in Investment strategy related to Technology Sector will be given</p> <p>Personal Characteristics & Behaviors: Good communicator and interpersonal skills. Ability to work in cross-functional team Business Acumen Analytical bent of Mind and Ability for Quick Turnaround.</p>		
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Santosh Kumar
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HOW TO APPLY


To apply for this position, please send a cover letter, brief portfolio of relevant experience and resume to ceo.df@iitr.ac.in with the subject line with the name of project position.

Note:

1. Job description given against each project at position is indicative and not the exclusive. Each project employee would be required to work in team across all activities of the project. Candidates with experience related to the job descriptions mentioned in above table would be given a preference
2. A contractual project staff to be appointed against this advertisement shall execute a Contract Agreement with CEO at the time of joining with explicit provision that either side, the CEO may terminate the contract, by giving one-month notice or one month's consolidated emoluments in lieu of the notice.
3. Candidates before applying for the position shall ensure that they are eligible for the position they intend to apply.
4. Candidates desiring to appear for the Interview should submit their applications with the following documents to the office of CEO through email on or before the last date of application:
 - a) Application on a plain paper with detailed CV including chronological order of degrees/certificates obtained.
 - b) Details of work done and experience, especially relevant to the position applied for.
 - c) Self-Attested copies of degrees/certificates.
5. Candidate shall be bring along with them the original degrees/certificates and experience certificate(s) at the time of interview for verification.
6. Please note that TA/DA is not admissible for attending the interview.
The last date for application to be submitted to office of CEO is October 20, 2022 (5 P.M.)

Tel: 01332-284699

Email: ceo.df@iitr.ac.in




22.09.2022

Santosh Kumar

Chief Executive Office

IIT Roorkee Development Foundation

Chief Executive Officer
IIT Roorkee Development Foundation



22/9/2022

Prof. Partha Roy

Managing Director

IIT Roorkee Development Foundation

Managing Director
IIT Roorkee Development Foundation

* To be uploaded on IIT Roorkee website and copy may be sent to appropriate addresses by CEO for wider circulation.