

Annexure 1

Advertisement for the post of “Accountant”

IIT Gandhinagar Research Park (IITGNRP) is seeking applications from dynamic and dedicated individuals to join the team handling accounts and finance related activities. Established as a section 8 not-for-profit company in 2017, the IIT Gandhinagar Research Park seeks to foster a powerful interplay between industry and academia, and push the boundaries of innovation and research.

The incumbent shall work on accounts and finance related matters, and statutory compliances duly coordinating with various stakeholders.

Key Responsibilities:

- Book-keeping and bank reconciliation
- Generation of Invoice and maintain the record
- Prepare Utilization Certificate and Statement of Expenditure.
- Maintaining vendors account
- MIS Reports
- Financial Statements (Quarterly & Annually)
- Statutory compliances.
- Exposure to start-up ventures, industrial R&D, tax norms and fiscal incentives
- Awareness on preparation of questionnaires and conducting market surveys
- Organize board meetings and industry events

Key Performance Indicators:

- Shouldering account and finance related activities
- Prepare the Utilization Certificates within given time period
- Maintenance of Statutory Compliances
- Account data and records should be clean and handy

Duration of Appointment: One year (with annual performance review and may be extended further based on periodic performance evaluation of the candidate)

Consolidated Monthly Pay: Rs. 30,000/- – Rs. 60,000/-

Eligibility Criteria:

Essential:

- Must possess B. Com/B.B. A (Finance) with 55% marks with five years of experience in accounting
OR
- M.Com/M.B. A (Finance) with 55% marks and three years of experience in accounting
- or CA/CS/CMA
- Age Limit- 35 years as on last date of submitting application
- Good writing skills, adept knowledge of accounting and Tally latest version and such accounting software
- familiarity with software such as Microsoft Office, Google Drive, Database Management and presentation tools.

Desirable:

- Candidates with an M. Com with experience of Research organizations will be given preference.
- Good interpersonal skills and the ability to interact effectively
- Self-motivated, creative, positive and innovative thinker with time management
- Organised, systematic and able to prioritise, schedule and perform complex tasks on time.

How to apply:

Interested candidates may apply through [application form](#). Informal inquiries are welcome and can be sent to: iitgnrp@iitgn.ac.in

Last date to apply: Midnight 01st June, 2023