

## Officer - Finance & Accounts

The Society for Innovation and Development (SID), Indian Institute of Science, Bangalore is looking to hire a suitable Male Candidate as **Officer – Finance & Accounts** on a contract basis.

**Qualifications:** Bachelor's in Commerce/Accounts/Business Administration field; MBA preferable with at least 10 - 15 years of experience in Finance & Accounts function of a medium to large scale organizations. Preference to candidates from Manufacturing Companies. Proficiency in a well-known accounting/ ERP system(s) along with thorough knowledge of MS Office applications is a must.

Knowledge of Govt. & Non-Government Grants Accounting (GFR & PFMS) is highly desirable but not compulsory.

**Age:** The candidate should be born after January 1, 1985. This could be relaxed in the case of candidates with exceptional track record.

**Compensation Package:** Salary will be competitive and commensurate with the qualifications, experience, and suitability of the candidate; to be fixed based on a technical evaluation and interview by the Search and Selection Committee; a part of the salary could be performance-based; in addition, performance-based remuneration enhancements may be fixed by the SID through reviews at regular intervals.

**Period of Contract:** Initially 1 year. Based on the requirement and performance, SID will have the discretion to extend the contract on a yearly/2 yearly basis. The contract can be terminated at any time with one month's notice on either side.

**Other Benefits:** Since this is a contractual appointment, benefits available to permanent employees of the Institute will not be applicable. SID provides group health insurance.

**Responsibilities and Expectations:** The Officer – Finance & Accounts is entrusted with the following responsibilities.

- Support duties related to accounts payable and accounts receivable functions
- Thorough knowledge on procurement & customs clearance
- Maintain all tax compliances – TDS, GST, Income Tax etc.
- Payroll processing & disbursements
- Assist in Month end close activities within timeline
- Assist with preparation of financial and statistical statements and reports
- Analyse financial information to identify discrepancies
- Query handling for Customers
- Maintain confidentiality of all financial data
- Interpret and apply accounting policies, rules, and regulations to all work to ensure compliance with applicable standards
- Compile and prepare routine reports and summaries
- Bank Reconciliations and Banking Relationship
- Adequate knowledge on documentation requirements for LC/BG creation
- Knowledge on procurement of capital goods and customs clearances are highly desirable

The candidate will report to the Manager – Finance of the SID.

Timeline: Last date for submission of application:

Interested candidates are requested to submit their updated CV to [office.sid@iisc.ac.in](mailto:office.sid@iisc.ac.in) with the subject **"Application for Officer – Finance & Accounts position"**, by end of 30<sup>th</sup> Dec 2022