

iihs[®]

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Executive – Finance & Accounts
(Bengaluru)

About Us

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

Job Description

The position will be based in Bengaluru and will be involved in the full range of Finance and Accounting related activities. The candidate is expected to have good working knowledge of Accounting and Budgeting related aspects.

Activities and Tasks

Responsibilities would include, but not be limited to, the following:

- Preparing and posting monthly journals and month-end accruals using the ERP system;
- Preparing bank reconciliations;
- Assisting with statutory filings and returns, reconciliations such as PF, TDS, GST etc.;
- Fulfilling the statutory auditor's and internal auditor's requirements;
- Preparing cost analysis (budget vs actual), cash flow/ receipts and payments for projects;
- Managing and entering receipts from the customers;
- Handling accounts payable / receivable reconciliation;
- Monthly salary processing for the entire organization;
- Preparing relevant MIS reports;
- Other relevant tasks as required.

Structure and Reporting

The Executive – Finance & Accounts will report to the Senior Manager/Manager – Finance & Accounts at IIHS and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organizations, and students.

Person Specification

Applicants should have a Master's degree in Business Administration (Finance) or a Bachelor's degree in Commerce or be a semi-qualified CA/ICWA professional with mandatory experience of 2 to 4 years in the relevant field.

Experience in SAP/Microsoft Accounting Software would be an added advantage. Proficiency in Microsoft Office, including Word, Excel and PowerPoint is a must.

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

The search will remain open until the position is filled.

Location

This position is based in Bengaluru and may entail travel to other locations in India.

Review and Assessment

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

Diversity Policy

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

To apply

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the "Apply Now" button at the end of the Job Description displayed on the website).

Contact

Please write to us at hr@iihs.co.in if you need any clarifications while filling the online application form.



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