

The logo for the Indian Institute for Human Settlements (iihs) is located in the top left corner. It consists of the lowercase letters "iihs" in a white, sans-serif font, with a registered trademark symbol (®) to its upper right. The logo is set against a dark red rectangular background.

iihs[®]

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Manager - Finance & Accounts

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

As a Manager – Finance & Accounts you would be required to supervise, control and review the tasks performed by Accounts Executives. The Manager will work closely with the CFO/Senior Manager Finance/Other Finance Managers.

Activities and Tasks

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

- Managing the day to day functioning of the Accounts and Finance functions including MIS, Audit and compliance with Company's policies, Accounting policies and Accounting standards;
- Preparing MIS reports, Customer and Supplier's Account Reconciliation & Collection Follow-up;
- Preparing budgets for the financial year and monitoring budgets with respect to actual expenses including analysis of variances;
- Project Management: Monitoring and Controlling Project Budget and expenses;
- Cash Flow Management;
- Ensuring Total Quality Management (TQM) in finance function;
- Monthly/Half Yearly/Annual closure of accounts;
- Ensuring monthly payment & filing of statutory dues within respective due date;
- Foreign Contribution Regulation Act (FCRA) Accounting & Compliance;
- Managing and mentoring junior team members and new entrants on the team;
- Other tasks as per the Institution needs.

Structure and Reporting

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

Person Specification

A qualified CA (Chartered Accountant) with 1-2 years of post-qualification experience or a qualified B.COM graduate with over 10 years of work experience in a Finance function role.

Experience of working in an ERP environment will be an added advantage. The candidate will also need good written and verbal communication skills, strong listening skills; the ability to work individually, and as a team; excellent interpersonal skills and a demonstrated ability to interact with all levels in the Institution.

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 Bangalore 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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