

**JOB DESCRIPTION**

Executive – Finance &  
Accounts (Chennai)

## 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 Chennai and will be responsible for all the Finance and Accounting related activities of the IIHS Chennai operations.

## Activities and Tasks

The responsibilities would include, but not be limited to, the following:

- Making cost center-wise entries in accounting software;
- Handling bills receivable and bills payable;
- Revenue recognition as per accounting standards;
- Fixed assets accounting;
- Maintenance of cash and bank details;
- Document management;
- Tracking of statutory remittances and filing;
- Tracking and managing the control of all expenditures;
- Assisting in internal and statutory audits;
- Payroll processing including input processing;
- Bill processing and checking against delivery and approved purchase order;
- Reporting of actuals against budget;
- Vendor master update and providing information to vendor on payment status;
- Variance analysis of project budget and actual in preferred format;
- Handling project specific audit.

## Structure and Reporting

The Finance Executive will report to the Senior Manager – Finance & Accounts, Bengaluru and will have a dotted-line reporting to the Team Leader of the IIHS project based in Chennai. She/he will be expected to work in close cooperation with both the Chennai project team and with the Finance team at Bengaluru.

**Person Specification**

Applicants should have a Graduate degree in the field of Commerce. Candidates who have completed CA Inter may also apply. Minimum experience of 3 years is mandatory.

The Applicant should have an exposure to Accounting Software. He/she should have experience in handling Bills Receivable, Bills Payable, Payroll accounting, Revenue Recognition, Fixed Assets accounting, Maintenance of Cash and Bank, Document Management, tracking of Statutory Remittances and filing, tracking of all Expenditure & revenue, assisting in Internal and Statutory Audits.

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 Chennai 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](mailto:hr@iihs.co.in) if you need any clarifications while filling the online application form.



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