



DIVYASAMPARK iHUB ROORKEE FOR DEVICES MATERIALS AND TECHNOLOGY FOUNDATION

Ref. No.- 2022/TIH-IITR/235

Date- 24.06.2022

Advertisement for the post of Assistant Manager (Accounts)

Applications are invited from Indian Nationals only for position as per the details given below:

- Position: **Assistant Manager (Accounts)**
- No. of Vacancy: **01**
- Location: **Roorkee, Uttarakhand**
- Company: **Divyasampark iHub Roorkee for Devices Materials and Technology Foundation (A Section 8 – Non- profit Company)**

QUALIFICATIONS:

- Graduate/Post Graduate Degree in Commerce, Finance and Accounts
- 3-4 years of experience in a similar field will be plus.
- MBA from Finance would be a plus.

JOB DESCRIPTION:

- Income Tax Computation and return finalization for Corporate, Individual, Trust.
- Managing Invoicing and accounting
- Calculation of tax/TDS as per the govt law.
- Preparation and GST working.
- General ledger management
- Managing other accounting processes
- Support in statutory/internal audits
- Support business teams in budgeting and forecasting
- Working in close coordination with team to remain aligned with the work and requirements
- Monthly review of balance sheet and preparation of financial statements
- Collaborate with cross-functional teams to drive business and improve processes
- Managing account payables/receivables vendor invoice management, proposal/contract review, refunds, disputes, etc
- Work on book-closure and support in various reconciliations relating to revenue recognition/cost provisions/ tax reconciliations etc.



REQUIRED SKILLSET & RELEVANT EXPERIENCE:

- Industrial experience will be a plus.
- Based on the office requirement the candidate may need to work on weekends.
- comfortable in traveling based on the requirement.
- Knowledge and work experience on PFMS will be given preference.
- Have experience or expertise in CSR activities will be plus.
- Strong business application skills - Tally Prime & Microsoft Office
- Fluency in English and good communication skills and a good listener

PERSONAL CHARACTERISTICS & BEHAVIOURS:

- Must be a team-player.
- Reporting skills
- Confidentiality
- Good analytical skills and ability to work under pressure.
- Strong decision-making & problem-solving ability
- Time Management

Salary as per non-government organization market norms.

- Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
- **Candidates please note:**
 - **Application for multiple posts @ iHUB DivyaSampark may lead to rejection of the application.**
 - **Screening of application will be done in every 15 days. The advertisement will be opened until we find a suitable candidate for the post.**
- Candidates should apply by filling up the below google form:
<https://forms.gle/X4as1W33wHWvvh5b9>
- After shortlisting, only shortlisted candidates will be called for the **Interview**.
- **Interview can be either Online or Offline or both.**



iHUB DivyaSampark

Divyasampark iHUB Roorkee for Devices Materials and Technology Foundation
A section-8 Company established by Government of India (DST) and IIT Roorkee
under National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS).
CIN No.-U73200UR2020NPL011644

- Candidates, appearing for **Interview**, should bring or submit the following documents:
 - Cover letter with detailed CV including chronological discipline of degrees/certificates obtained.
 - Proof of last salary drawn.
 - Please note that **no TA/DA is admissible** for attending the interview

Tel: 01332-285050

Authorized Signature

Manish Anand

Manish Anand
Chief Executive Officer
iHUB DivyaSampark

