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## **Position Title: Accounts and Admin Officer (Equivalent to Program Manager)**

**Location: IIITD Innovation & Incubation Center (IIITD-IC), IIITD Campus, Okhla, New Delhi**

Overview: IIITD-IC is a section 8 company promoted by IIT Delhi, focusing on promoting entrepreneurship and innovation. The **Accounts and Admin Officer** will be responsible for managing and maintaining the finance and accounting operations of the Center. He/She shall also be taking care of income tax, GST and other compliances.

### **Responsibilities:**

- Prepare and maintain accurate and up-to-date financial records, including general ledger entries, invoices, and payments.
- Process accounts payable and accounts receivable transactions, ensuring timely and accurate recording.
- Assist in bank reconciliations and ensure all discrepancies are investigated and resolved promptly.
- Support the preparation of monthly, quarterly, and annual financial reports.
- Assist in the preparation of direct and indirect tax returns and other statutory filings as required.
- Maintain organized and well-documented financial records and filing systems.
- Assist with internal and external audits by providing necessary documentation and support.
- Support the finance team in budget preparation and monitoring.
- Assist in the processing of payroll and employee expense reimbursements.
- Communicate effectively with vendors, clients, and internal stakeholders regarding financial matters.
- Stay updated on relevant accounting standards, tax laws, and compliance regulations in India.
- Potentially assist in basic financial tracking and reporting for the incubated start-ups under guidance.
- Perform Admin, Purchase or any other tasks as assigned by management.

### **Requirements:**

- Graduation from a recognized university
- Highly proficient in Tally ERP, MS Excel, and tax and compliance portals
- Minimum of 3-5 years of experience in finance and accounting. Preference shall be given to candidates with experience in incubation centers or similar organizations.

**Age:** Preferably below 40 years (can be relaxed for exceptional candidates)

### **Compensation and tenure:**

CTC for this role is expected to be in the range of Rs.5-6.5 lakhs per annum, all-inclusive, and as per incubation ecosystem standards, depending on experience, skills and current CTC. It will be a contractual position with an initial appointment of three (03) years, extendable based on performance. There will be an initial probation period of 6 months.

### **Application Process:**

Please apply using the following link:  
<https://forms.gle/RMNkT2iAn13CdsBB9>

Last date for submitting application is **02nd May 2025**

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