

Job Title: Accountant – Centre for Excellence in Design

No.of Positions: 1

A) Job Summary:

The Centre for Excellence in Design, initiated by the Government of Karnataka in partnership with the Indian Institute of Science (IISc) Bengaluru, is seeking a dedicated and experienced Accountant to join our team for a long-term training program.

B) Key Responsibilities:

1. Financial Management:

- Maintain and manage all financial transactions and records of the Centre.
- Prepare budgets, financial forecasts, and cash flow statements.
- Monitor and analyze financial performance against budgets.

2. Accounting Operations:

- Ensure accurate and timely processing of accounts payable, accounts receivable, and payroll.
- Reconcile financial discrepancies by collecting and analyzing account information.

3. Compliance and Reporting:

- Prepare and file GST returns, TDS returns, and other statutory compliance reports.
- Assist in the preparation of financial statements and reports for internal and external stakeholders.

4. Auditing and Internal Controls:

- Coordinate and support audits by external auditors.
- Implement and maintain financial controls and procedures to ensure compliance with regulations and policies.

5. Financial Analysis:

- Provide financial analysis and recommendations to support decision-making.
- Conduct cost analysis and financial planning as needed.

6. Documentation and Record Keeping:

- Maintain organized financial records and documentation.
- Ensure all financial transactions are properly recorded and documented.

7. Compliance and Reporting:

- Ensure program activities comply with IISc and governmental regulations and policies.
- Prepare comprehensive periodic and on demand progress reports of the program for the Government of Karnataka and for any other stakeholders.
- Maintain accurate records and conduct audits for transparency and accountability.

C) Qualifications:

1. Age limit :45 years Maximum. Admissible age relaxation for SC, ST, OBC and PH will be extended.

2. Minimum Eligibility Criteria:

- Bachelor of Commerce Or BBA with 6 Years of experience in accounts
Or
Master of Commerce or MBA with 4Y experience in account
- Proven work experience as an Accountant or in a similar role.
- Thorough knowledge of accounting principles and procedures.
- Familiarity with financial regulations, compliance, and reporting.
- Proficiency in accounting software and MS Office, especially Excel.
- Excellent analytical skills and attention to detail.
- Strong communication and interpersonal skills.
- Experience of working in activities like keeping accounts, generating UC/SE, etc

3. Salary:

Consolidated salary offered will be commensurate with qualifications and experience, ranging from INR 40,000/- to INR 70,000/- per month. The final salary decision will be based on the candidate's performance during interviews, their relevant experience, and other pertinent factors

D) General Conditions:

1. Duration:

The positions are on contract and will be temporary for a period of ONE year and renewable annually for a maximum period of 5 years, based on satisfactory performance and at the discretion of the authorities of the Institute.

2. Selection Method:

Interview for short listed candidates will be held at Indian Institute of Science Campus, Bangalore.

3. Applicants who possess the minimum educational qualification as on the date of advertisement only need to apply.

4. Candidates would be expected to work on any of the three shifts including night shifts and holidays, except for the female candidates.

5. No accommodation will be available on the Institute campus.

6. Admissible age relaxation for SC, ST, OBC and PH will be extended.

E) Application Process:

Interested candidates should submit their resume for the program to veeraallam@iisc.ac.in with cc to chair.cpdm@iisc.ac.in by **22nd Aug 2024**