



iihs[®]

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Executive – Finance

About Us

The Indian Institute for Human Settlements (IIHS) is an interdisciplinary knowledge institution and distinct university, committed to the equitable, sustainable and efficient transformation of Indian settlements. It conducts an integrated programme of quality campus-based teaching and research, applied research/ practice-based work to deliver large-scale impact, training and lifelong learning for working professionals as well as blended learning. IIHS brings together theory and praxis around India-centric knowledge and applied research, while engaging with and drawing from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

Job Description

The position will be based in Bangalore and will be involved in a range of Finance and Accounting related activities of the IIHS operations.

Activities and Tasks

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

- Making cost center-wise entries in the 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;
- Processing bills and checking against delivery and approved purchase orders;
- Reporting of actuals against budget;
- Updating the vendor master and providing information to vendors on payment status;
- Analysis of variance in project budgets and actuals in a preferred format;
- Handling project specific audits;
- Providing support to other IIHS activities including academics, research, training, practice, operations and others;
- Participating in all activities of Institution-Building at IIHS; carrying out tasks as assigned by IIHS; and travelling on IIHS work within the country as and when needed.

Structure and Reporting

The finance executive will report to the Lead – Finance at IIHS and will be required to collaborate effectively with a diverse group of internal teams and external individuals/ organizations, and students.

Person Specification

The ideal candidate should have:

- A Graduate degree in the field of Commerce; candidates who have completed CA Inter may also apply;
- A mandatory minimum experience of 3 years;
- Exposure to ERP systems, with 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 Bengaluru and may entail travel to other locations in India. The candidate should be open for transfers to other locations in future.

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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