

TIH/iHub Drishti/2021-22/Recruitment/04; Dated 01 November 2021

N.H. 62, Nagaur Road, Karwar, Jodhpur 342037, Rajasthan (India)

Website: <https://ihub-drishti.ai/> eMail: jobs@ihub-drishti.ai

iHub Drishti Foundation (iHub Drishti) is a Section-8, Not-for-profit Company, promoted by and at the Indian Institute of Technology Jodhpur under a National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of the Government of India. iHub Drishti is a Technology Innovation Hub focussed around “Computer Vision, Augmented Reality and Virtual Reality”.

iHub Drishti Foundation invite applications from Indian Nationals possessing an excellent academic background and relevant experience in Finance & Administration (Finance & Accounts-Internal Audit) for the post of:

Accounts Officer having qualification of Chartered Accountant/Cost Accountant/ICWAI and possessing post qualification experience of at least 3 years in Accounts and Finance in Corporate entities/IIT's or equivalent institutions with understanding of Section 8 Company's related Income Tax and other Legal requirements.

Job Title: Accounts Officer

Job Profile:

- Knowledge of Government rules in Financial procedures/ Accounting / Auditing and Administrative matters including recruitment, establishment rules, handling of disciplinary and legal matters, procurement of consumables, instruments, furniture and fixtures and rules and regulations relating to stores purchase, stores accounting, stores verification, etc.
- Oversee and manage the general accounting functions, including, but not limited to: accounts payable, accounts receivable, general ledger, Income tax and GST related matters.
- Prepare, review, and analyze financial statements to ensure accuracy and completeness.
- Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; and preparing special ad hoc reports as required.
- Maintaining registers as per CAG & GFR 2017 requirements and verifying it from time to time.
- Assisting & Handling the Internal Audit & CAG audit
- Processing the Bills and Payments in PFMS system as per ministry orders from time to time.
- Maintaining Treasury Single Account (RBI-PFMS) and reconcile with Books of accounts on day to day basis.
- Dealing with TDS/GST/TCS/Income Tax related matters.
- UC/SE preparation and submission.
- Correspondence and to deal with the Ministry and RTI related matters and maintaining books of accounts as per Ministry and CAG requirements.
- Help with quarterly and year-end financial audit activities and the annual corporate financial controls audit. Meets accounting financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Any other matters related to accounting and Legal/Regulatory compliances.
- Implementation of Board decisions from time to time.



Essential Qualification and Knowledge with Expertise:

- Chartered Accountant/ Cost Accountant/ICWAI
- *Minimum post-qualification experience of at least 3 years in Accounts and Finance in Corporate entities/IIT's or equivalent institutions.*
- Should have handled accounts of corporate entities.
- Should have knowledge of Government rules in Financial procedures/ Accounting / Auditing and Administrative matters including recruitment, establishment rules, handling of disciplinary and legal matters, procurement of consumables, instruments, furniture and fixtures and rules and regulations relating to stores purchase, stores accounting, stores verification, etc. Central Government procedures for importing items from abroad.
- Understanding of Section 8 Company related Income Tax and other Legal requirements.
- Must have in depth experience of working in Tally ERP
- Should have good skills on Microsoft Excel and other office suits.
- Excellent verbal and written communication abilities across all level of an organization

Compensation

- As per industry standards (Based on experiences, and negotiable) with annual performance linked incentives in addition
- Tenure: Initially 1 year (reviewable and renewable based on performance)
- Age: Preferably less than 30
- Location: Jodhpur

Information regarding the application process:

Applications will be accepted via (<https://tinyurl.com/drishtiaccountsofficer>). Interested candidates may apply by sending their CV covering educational and professional qualifications in the relevant field along with work experience, last salary drawn, contact details, and references with necessary documentary evidences by filling above mentioned form **on or before the last date of November 15, 2021 December 05, 2021.**

Although recruitment will be prioritized on the basis of need in certain areas within a particular discipline, applications may also be considered from exceptional candidates with background in other areas of the specified discipline.

- (1) In case of exceptional candidates, the iHub Drishti foundation reserves the right to relax qualifications and/or experience.
- (2) *Shortlisted candidates shall be called for the further recruitment process.*
- (3) *Decision of the board will be final for both shortlisting and selection process.*
- (4) iHub Drishti foundation reserves the right to fill or not to fill any or all of the advertised posts.



- (5) Application with insufficient information or without relevant supporting documents will not be considered for further processing.
- (6) iHub Drishti foundation may verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents or background and has suppressed the said information, then his or her services shall be terminated.