



iHub Drishti Foundation
Indian Institute of Technology Jodhpur
Recruitment
Executive Assistant (Accounts)

TIH/iHub Drishti/2023-24/Recruitment/14; Dated: 10 November 2023

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

Website: <https://ihub-drishti.ai/> eMail: hr@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 focused around “Computer Vision, Augmented Reality and Virtual Reality.”

iHub Drishti Foundation invites applications from Indian Nationals possessing an excellent academic background and relevant experience for the post of:

Job Title: Executive Assistant (Accounts)

Position Overview:

As a Junior Assistant (Accounts), you will play a vital role in supporting the finance and accounting team in various tasks related to financial record-keeping, data entry, and administrative support. This entry-level position provides an opportunity to gain valuable experience in accounting practices and contribute to the financial health of the organization.

Key Responsibilities:

1. **Data Entry:** Accurately enter financial data, including invoices, receipts, and expenses, into the accounting system or spreadsheets.
2. **Invoice Processing:** Assist in the processing of invoices, verifying their accuracy, and ensuring timely payments to vendors and suppliers.
3. **Bank Reconciliation:** Help with bank statement reconciliation by matching transactions, identifying discrepancies, and reporting them to senior accountants.
4. **Expense Tracking:** Maintain records of business expenses and reconcile employee expense reports.
5. **Accounts Receivable/Payable:** Support the Accounts Receivable and Accounts Payable functions by preparing invoices, following up on payments, and assisting in bill processing.
6. **Record Maintenance:** Maintain organized and up-to-date financial records and files, ensuring compliance with company policies and regulations.
7. **Financial Reports:** Assist in the preparation of financial reports, including balance sheets, income statements, and cash flow statements.



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8. Assist with Audits: Provide support during internal and external audits by retrieving requested documents and information.
9. Administrative Support: Assist in general administrative tasks related to the finance department, such as filing, photocopying, and data retrieval.
10. Audit and Compliance Support: Provide essential assistance for internal audits, statutory audits, and regulatory compliances, ensuring thorough adherence to established standards and protocols.
11. Any other tasks assigned by the management.

Essential Qualification and Knowledge with Expertise:

- Bachelors (Commerce) with first division

Desirable:

- Chartered Accountant/ Cost Accountant/ICWAI/MBA(Finance)
- Understanding of Section 8 Company-related Income Tax and other Legal requirements.
- Must have in-depth experience working in Tally ERP
- Should have good skills in Microsoft Excel and other office suites.
- Excellent verbal and written communication abilities across all levels of an organization

Compensation: 3-7 LPA (based on the qualification and experience of the candidate)

No. of positions: 2

Information regarding the application process:

Applications will be accepted via (<https://tinyurl.com/y6um27ne>). 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 self-attested documentary evidence by filling the above-mentioned form **till 30th November, 2023.**

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

- (1) Applicants are advised to ensure, before applying, that they possess at least the minimum essential qualification and experience laid down for the post.



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- (2) Eligibility of a candidate and satisfaction of any other short-listing criteria shall be considered as on the last date of the submission of the online application.
- (3) In the case of exceptional candidates, the iHub Drishti Foundation reserves the right to relax qualifications and/or experience.
- (4) *Shortlisted candidates shall be called for the further recruitment process.*
- (5) *The decision of the board will be final for both shortlisting and selection process.*
- (6) iHub Drishti Foundation reserves the right to fill or not to fill any or all of the advertised posts.
- (7) No hard copy application is to be submitted. No email application is to be submitted.
- (8) No correspondence will be entertained from the candidates in connection with the process of selection/interview.
- (9) Canvassing in any form will be a disqualification. The application which is incomplete and not in the prescribed format will be summarily rejected.
- (10) Applications with insufficient information or without relevant supporting documents will not be considered for further processing. Applications without self-attested supporting documents will be summarily rejected.
- (11) Persons employed in Government/ Quasi-Government organizations should submit their applications through proper channels.
- (12) Specific queries, if any, may be directed to the e-mail: hr@ihub-drishti.ai.
- (13) 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 antecedent or background and has suppressed the said information, then his or her services shall be terminated.
- (14) Any dispute with regard to the selection/recruitment will be subject to Courts / Tribunals having jurisdiction at Jodhpur.