



Indian Institute of Information Technology Chittoor

Reference No: IIITS_2017-11_Asst. Manager-Accounts

Opening Date: 11th December, 2017

Closing Date: 23rd December, 2017

Position: Assistant Manager – Accounts

Job Description

Assistant Manager–Accounts is overall responsible for providing accurate, consistent and timely financial services for the purpose of keeping the financial operations and transactions up-to-date and closed out in proper way. Position reports to Adviser-F & A.

Job Responsibilities

Some of the responsibilities include -

- Registration & Admissions – financial transactions
- Payroll administration
- Financial control services
- Purchasing assistance
- Accounts receivable and accounts payable
- Communicate and respond to issues raised within established timelines
- Record, report and safeguard Institute's capital and other physical assets

Skills and Experience

Required:

- Graduate / Master's Degree (full-time) from a reputed university
- 12-15 years of relevant experience, with a few years in a leadership role
- Good communication and presentation skills

Grade: G3

Type of role: Full Time

Location: Sri City, AP

Compensation: Similar to IITs

Start Date: Immediate/a.s.a.p.



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Note

1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for a written test/skill test/interview, etc.
2. The Institute reserves the right to hold written test / skill test / interview as the case may be to select candidates for these positions.
3. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the posts if no suitable candidates are found. Decision of the Institute will be final and binding in this regard.
4. The Institute reserves the right to relax any of the qualifications and/or experience in exceptional cases of meritorious candidates. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s). The Institute reserves the right not to fill any/some posts herein advertised. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "Interim Enquiry will not be Entertained."
5. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for interview. The Institute reserves the right not to fill up all advertised post(s), cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final.

About IIITS

Indian Institute of Information Technology Chittoor, Sri City, Andhra Pradesh is a Research and Teaching Institute focused on the core areas of Information Technology: Computer Science, Electronics and Communications, and their applications in other domains. The Institute focuses on development of Technology and Applications that can be transferred for use to Industry and Society.

IIIT is an Institution of National Importance setup by Government of India (MHRD), Government of Andhra Pradesh and Industry Partners (represented by Sricity Foundation) as a not-for-profit Public Private Partnership (N-PPP) Society.

Apply with your detailed resume at careers@iiits.in.

Sd/-
Registrar