



## ***Requires***

### **Executive-Accounts**

IIMA's Accounts Department is looking for a young and dynamic accounts professional.

#### **Job Responsibilities:**

- Donation related accounting and other work like identification of credits in bank, liaisoning with different departments like Endowment Fund Office/donors, preparing receipts, interpreting MoUs, providing MIS to various stakeholders and preparing Utilisation Certificates(UC) etc.
- Handling of Accounts of various centres/chairs etc., monitoring the receipts and expenses, handling research projects/workshops/conferences etc. under centres/chairs, analysing the related accounts and variance analysis viz-a-viz budgets for the same, providing MIS & Utilisation Certificates, etc.
- Accounting of fee receipts, handling of expenses for various long duration programmes, and reconciliation of fee etc.
- Accounting related to students events, clubs, etc.
- Any other accounts related work assigned by the departmental head

#### **Qualifications & Experience:**

- The candidate should be B. Com graduate (full time) from any recognized university and CA Inter /M.Com/ MBA (Finance) from a recognized University/Institute.
- Minimum 3 years of post-qualification experience (preferably in an educational institution)
- Working knowledge of SAP is a must.

**Age:** Max. 30 years as on the last date of application. Institute provide age relaxation as per GOI rules. Additional 5 years' age relaxation is given to the women candidates.

**Reporting to:** The selected person will report to the Assistant General Manager or any other senior position within the Accounts Department.

**Salary & Allowances:** Selected candidates will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as required. Based on the experience and qualification, the selected candidate will be placed in Pay Level 2 under the pay matrix of 7th Central Pay Commission. Besides the salary as per the 7th CPC, the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **July 23, 2025**.

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