



Job Title: Accounts Executive

About IRMA ISEED Foundation:

IRMA's Incubator for Social Enterprises and Entrepreneurs for Development (ISEED) supports and nurtures early-stage rural, social and collective enterprises. The incubator emerged out of IRMA's Centre for Social Entrepreneurship and Enterprises (CSEE) and was launched at IRMA on August 22, 2016, through an international seminar on "Seeding Social Enterprise and Innovation in Universities".

IRMA ISEED Foundation seeks to co-create a social entrepreneurial ecosystem through its social enterprise and ecosystem partners. It does by providing mentoring and networking, collaborative research, entrepreneurship training and capacity building and supporting innovations. Moreover, ISEED offers its services to its incubated ventures/partners through conversations and visits appropriate to the stage and growth of the enterprise.

Job Location: Anand, Gujarat.

Scope of Work:

- Be stationed at Anand, Gujarat, and be a part of the team of IRMA ISEED Foundation
- Day to day all accounts related vouchers entries.
- Filing bank slips for deposit of cheques.
- Helping with bank account KYC related works.
- Bank reconciliations.
- TDS entries in excel sheet or software.
- Verification of KYCs
- Liaison ISEED activities with various departments at IRMA (administration, accounts, facilities, RCT, etc)
- Any other work assigned from time to time by the authority.

Selection Criteria:

- Graduate degree, preferably B. Com or equivalent from a recognised university/institute specializing in Accounts.
- Proficiency in handling MS Excel

Age:

The Incumbent age should preferably be below 35 years.



Nature of Appointment

The position will be purely on a contract basis for three years with three months of probation period.

Remuneration:

The consolidated remuneration will be Rs.35,000/- per month.

To Apply:

Interested incumbents may apply online by August 13, 2023, i.e., 23:59 at <https://www.irma.ac.in/careers/careers.php>.

Please Note:

The IRMA Director reserves the right to relax the prescribed selection criteria in the advertisement in case a suitable applicant is found fruitful for the position.

The Institute reserves the right to change/apply appropriate shortlisting criteria in case of a large number of applications.

Only short-listed candidates will be called for the interview, and no correspondence/interim enquiries/telephonic enquiries in the matter will be entertained.

IRMA is committed to equal opportunities and inclusion of all social groups, including people belonging to minority groups, Gender, Scheduled Castes, Scheduled Tribes, Other Backward Classes, and persons with disabilities.

Mere fulfilling the minimum qualifications and experience prescribed will not make an applicant eligible to be called for an interview.