



**INDIAN INSTITUTE OF MANAGEMENT
NAGPUR**

Requires

Sr.Associate – Accounts & Compliance

Qualification & Experience:

He/ She will have Post Graduation in Commerce OR Chartered Accountant (CA) with at least 10 years post qualification experience in the Finance & Accounts. Experience in Autonomous Bodies or large Academic Institution at senior level position is desirable.

Job Profile:

The person will be responsible for smooth establishment and operations of accounts department at IIM Nagpur. In addition to the duties listed below, the person will be responsible for connecting with accounts department at mentor institute - IIM Ahmedabad, act as the internal auditor and compliance with Government regulations and Institute's norms

Duties and responsibilities of the appointed person will include but are not limited to following:

1. Pre-transaction audit of all bills, vouchers, Purchase Proposals, and Services Hiring Proposals related to Institute on daily basis to ensure that the same are being made in compliance to the Institute's Rules and Procedures, General Financial Rules (GFR) and other applicable rules of Govt. of India.
2. Verify Bank Reconciliation Statements, stock and assets records and review adjustment and recovery of all advances on monthly basis.
3. Verify statutory compliances related to Income Tax, Service Tax, and Professional Tax etc.
4. Make overall financial scrutiny and conduct audit of systems and procedures to assess its effectiveness and efficiency.
5. Certification of accounts of the institute at the end of each financial year. Assist in replying Statutory Audit and Transaction Audit memos of CAG.
6. Check that expenditures are made according to approved budgets and with approval of competent authority.
7. Review the Internal control systems and recommendations of additional checks and balances wherever required.
8. Physical verification of fixed assets at least once in a year, including scrutiny and reconciliation of fixed assets registers with financial records, including determination of obsolete and unserviceable assets to be written off.

9. Physical verification of Inventory and library books at least once in a year
10. Verify that Grant Project expenditures are made as per terms and conditions of the sanction of the grants and issue of utilization certificates related to those projects.
11. Issue of Internal Audit Reports on monthly basis to the Director and to pursue compliance of audit reports.
12. Any other co-aligned matter assigned from time to time.

Reporting to: The selected person will report to Project Administrator or any other faculty member nominated by the Director.

Salary & Allowances: Selected candidate will be offered a fixed term appointment for a period of one year on a consolidated monthly salary which is negotiable based on qualification & experience.

Age: Minimum 30 years.

Interested candidates are advised to send their resumes to staffrecruit@iimnagpur.ac.in before September 25, 2016 upto 05:00 PM