

## **Startup Incubation & Innovation Centre, IIT Kanpur**

Invites applications for “YPP Fellow (Finance & Accounts)”

<b>Job Title</b>	<b>Young Professional Program Fellow</b>		
<b>Job Code</b>	YPP-FIN-ACC		
<b>Reports to</b>	COO	<b>Location</b>	Kanpur (Uttar Pradesh)
<b>Job Type</b>	Contractual	<b>Tenure</b>	1 Year
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Record daily financial transactions in accounting systems (e.g., ERP, Excel, Tally).</li> <li>Assist in preparing journal entries and reconciling general ledger accounts.</li> <li>Support monthly, quarterly, and year-end close processes.</li> <li>Maintain financial documents and records in an organized and secure manner.</li> <li>Assist with tax filing documentation (e.g., GST, TDS )</li> <li>Help prepare data for audits and respond to audit queries.</li> <li>Process vendor invoices and ensure timely payments.</li> <li>Assist in preparing invoices and tracking receivables.</li> <li>Assist in bank reconciliations and cash flow tracking.</li> </ul>		
<b>Travel</b>	Pan-India travel may be required based on needs.		
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Bachelor’s degree in accounting, Finance, Commerce, or a related field with 1 year of experience</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Master’s degree in accounting, Finance, Commerce, or a related field</li> </ul>		
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Strong attention to detail and good organizational skills.</li> <li>Effective communication and willingness to learn.</li> <li>Ability to thrive in a fast-paced, dynamic start-up environment</li> <li>Excellent organizational, interpersonal, and communication skills.</li> </ul>		
<b>Communication</b>	<p><b>Apply now: <a href="https://forms.gle/pfYKsKjimmuLdyrp7">https://forms.gle/pfYKsKjimmuLdyrp7</a></b></p> <p>Note: Without job code applications won’t be accepted</p>		

