

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

<b>Job Title</b>	<b>Assistant Manager/ Manager</b>	<b>Positions</b>	<b>01</b>
<b>Reports to</b>	Professor In-charge	<b>Location</b>	Kanpur
<b>Job Type</b>	Full-time, Contractual	<b>Tenure</b>	1 Year
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare financial reports and assist in financial audits and compliance efforts.</li> <li>• Monitor cash flows and manage liquidity.</li> <li>• Ensure timely payments to vendors and collection from customers.</li> <li>• Collaborate with colleagues from different departments on cross-functional projects and initiatives.</li> </ul>		
<b>Travel</b>	<ul style="list-style-type: none"> <li>• As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams</li> </ul>		
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• <i>Bachelor's Commerce or related field (CMA, CA is a plus) or 3-5 years of finance experience</i></li> </ul>		
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Strong organization skills with a problem-solving attitude.</li> <li>• Good Team Player with high energy willing to work in a start-up environment.</li> <li>• Competence in working with multidimensional &amp; multicultural environment</li> </ul>		
<b>Communication</b>	<p>You may apply through the given link highlighting your relevant experience and strengths for this position : <a href="https://forms.gle/rcxFb1PtndKpd2r7">https://forms.gle/rcxFb1PtndKpd2r7</a></p>		
	<ul style="list-style-type: none"> <li>• Total experience:</li> <li>• Total relevant experience:</li> <li>• Current Organization:</li> <li>• Current Location:</li> </ul>	<ul style="list-style-type: none"> <li>• Notice period:</li> <li>• Current CTC:</li> <li>• Expected CTC: (Negotiable/ Non-negotiable)</li> </ul>	

The post is purely temporary and on a contractual basis will be offered for a period of 1 year and renewal on satisfactory performance. The selection will be based on Zoom online interview. Shortlisted candidates will be informed with an email about the date of the interview. Interested candidates may apply by the given link. It is mandatory to mention your mobile number in the application