

Careers @ FIRST, IIT Kanpur
<https://siicincubator.com/careers>

Job Title	Manager (Finance)		
Job Code	SIIC-Mgr- Fin		
Reports to	COO/CFO	Location	Kanpur
Job Type	Full-time, permanent	Tenure	1 Year
Responsibilities	<ul style="list-style-type: none"> • Producing financial reports related to Accounts Receivables / Payables. • Complete financial reports and Budgeting of Opex/ Capex. • F P&A - (Balance Sheet Finalization etc.) • Provide financial insight and analysis to drive the business performance of the organization by conducting Statutory Audit and IFC – Audit. • Cash Flow Management - Projection / Actual. • Management of Allocated programs. • Management Reporting <ol style="list-style-type: none"> 1. Monthly project wise MIS 2. Monthly projected cash flow and actual cash flow 3. Budget Vs Actual Opex 4. Seed Fund reporting 5. SIIC Corpus, Corpus Fund reporting • Complete Taxation Management & Tax Returns. • Responsible for TDS Compliances Travel, as and when required, across the country for project execution and monitoring as well as for coordination with geographically distributed teams. • Lead and support other tasks and activities as assigned. 		
Travel	As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams		
Eligibility	<ul style="list-style-type: none"> • MBA in finance, accounting, or equivalent experience, certified chartered Accountant a plus. • Minimum 3 years of relevant experience in a similar profile. 		
Desirable	<ul style="list-style-type: none"> • Advanced computer skills in MS Office, accounting software and databases. • Excellent organizational, problem-solving, project management and communication skills. • Experience in Audit and International accounting. • Good Team Player with high energy willing to work in a start-up environment. 		
Communication	<p><u>Email</u> your current resume with a cover note highlighting their relevant experience and strengths for this position and your latest passport-size photograph with the job code in the subject line and the following details to hr @ siicfirst . com</p> <p>Note: Applications/Resumes sent to any other mail id SHALL NOT be accepted.</p>		
	<ul style="list-style-type: none"> <li style="width: 50%;">• Total experience: <li style="width: 50%;">• Notice period: <li style="width: 50%;">• Total relevant experience: <li style="width: 50%;">• Current CTC: <li style="width: 50%;">• Current Organization: <li style="width: 50%;">• Expected CTC: (Negotiable/ Non-negotiable) <li style="width: 50%;">• Current Location: 		

Startup Incubation and Innovation Center

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