

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

<b>Job Title</b>	<b>Executive (Finance)</b>		
<b>Job Code</b>	SIIC-Ex- Fin		
<b>Reports to</b>	COO/CFO	<b>Location</b>	Noida
<b>Job Type</b>	Full-time, permanent	<b>Tenure</b>	1 Year
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitor cash-flow of the organization by monitoring income, expenditure, and investments.</li> <li>• Maintain receipts and records for all the business transactions.</li> <li>• Assisting in cheque preparation, payment approval, reimbursements etc.</li> <li>• Maintaining files, documentation, paperwork etc.</li> <li>• Assisting in accounting work of FIRST.</li> <li>• Assisting the managerial team in budgeting, taxes, and investments.</li> <li>• Travel, as and when required, across the country for project execution and monitoring as well as for coordination with geographically distributed teams.</li> <li>• Lead and support other tasks and activities as assigned.</li> </ul>		
<b>Travel</b>	As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams		
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in finance or accounting or its equivalent</li> <li>• Minimum 2 years of relevant experience in a similar profile.</li> </ul>		
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Advanced computer skills in MS Office, accounting software and databases.</li> <li>• Excellent organizational, problem-solving, project management and communication skills.</li> <li>• Good Team Player with high energy willing to work in a start-up environment.</li> </ul>		
<b>Communication</b>	<p><b><u>Email</u> your <b>current resume</b> with a cover note highlighting their relevant experience and strengths for this position and <b>your latest passport-size photograph</b> with the <b>job code in the subject line</b> and the <b>following details</b> to <b>hr @ siicfirst . com</b></b></p> <p><b>Note: Applications/Resumes sent to any other mail id SHALL NOT be accepted.</b></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>	

**Startup Incubation and Innovation Center**

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