



IIT Ropar – Technology and Innovation Foundation for Agriculture and Water Technology Development Hub (AWaDH)

CIN: U80100PB2020NPL051623

A Technology Innovation Hub established by the Department of Science & Technology (DST), Government of India, in the framework of National Mission on Interdisciplinary Cyber-Physical Systems (NM – ICPS)

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Advertisement for Walk-in-interview for the post of Finance Officer at TIF – AWaDH / IIT Ropar

Advt No.: FO/October 2022/01

The AWaDH intends to hold a Walk-in-interview to select candidate for the position of a Finance Officer to work at a DST sponsored Technology Innovation Hub, IIT Ropar – Technology and Innovation Foundation at the Indian Institute of Technology Ropar on 09th Decmeber 2022 (Friday) at 10:00 A.M. onwards at Room No. 106, First Floor, M. Visvesvaraya Block (East Wing), IIT Ropar, Punjab.

Date for Walk-in-Interview: December 09, 2022

IIT Ropar – Technology and Innovation Foundation (TIF) is a Section – 8 company founded to support the initiatives of Technology Innovation Hub – AWaDH (Agriculture and Water Technology Development Hub) at the Indian Institute of Technology Ropar in the framework of National Mission on Interdisciplinary Cyber-Physical Systems (NM – ICPS) by the Department of Science and Technology, Government of India. The TIF supports the R&D in the domain of Agriculture and Water and provides incubation/acceleration support to technology-based start-ups towards sustainable agriculture and the environment.

Job description: Finance Officer

Location: IIT Ropar - TIF

No of Vacancies: 01 (One)

Nature: Full time (on contract), for a duration of two years which may be extended further on the basis of performance.

Job brief

The Financial Officer will analyze every day financial activities and subsequently provide advice and guidance to upper management on future financial plans.

The goal is to enable IIT Ropar-TIF (AwaDH) to make sound business decisions and meet the company's objectives.

Responsibilities

- Provide financial reports and interpret financial information to managerial staff while recommending further courses of action.
- Advise on investment activities and provide strategies that the company should take
- Maintain the financial health of the organization.
- Analyze costs, pricing, variable contributions, sales results and the company's actual performance compared to the business plans.
- Develop trends and projections for the firm's finances.
- Prepare/Supervise the Utilization certificates and Statement of Expenditure from time to time as required by the funding agency.
- Conduct reviews and evaluations for cost-reduction opportunities.
- Oversee operations of the finance department, set goals and objectives, and design a framework for these to be met.
- Manage the preparation of the company's budget.
- Liaise with auditors to ensure appropriate monitoring of company finances is maintained.

- Correspond with various other departments, discussing company plans and agreeing on future paths to be taken.

Requirements and skills

- **Educational qualifications:** Master's degree in Finance, Accounting or Economics is essential. Professional qualification, such as, Chartered Accountant, Cost Accountant, and Company Secretary will be considered a plus.
- Proven experience as an Auditor will be given preference.
- Experience in the financial sector with previous possible roles such as financial analyst.
- Extensive understanding of financial trends both within the company and general market patterns.
- Proficient user of finance software.
- Strong interpersonal, communication and presentation skills.
- Able to manage, guide and lead employees to ensure appropriate financial processes are being used.
- A solid understanding of financial statistics and accounting principles.
- Working knowledge of all statutory legislation and regulations.

Compensation, Tenure, and other details:

- In the range of INR 8-10 Lakh annual CTC, depending on experience. An initial period of appointment will be two years, extendable based on the performance.
- Age: less than 65 years
- Separation condition: 1 calendar months' notice in the first year and two calendar months' notice in subsequent years, in writing for separation on either side or salary in lieu of the notice period.

General Instructions:

1. Interested eligible candidates may attend the interview as per above mentioned schedule with all their original certificates / mark sheets with an attested photo copy of each of it and a recent passport size photograph along with the updated Bio-data.
2. No TA/DA would be provided for attending interview.
3. The candidates not fulfilling eligibility criteria wouldn't be considered for selection process.
4. The decision of the management for the shortlisting and selection will be final.
5. The TIF – AWaDH reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, based on age, qualification, experience, etc.
6. The Hub also reserves the right to reject any or all the applications without assigning any reasons.
7. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for a further recruitment process. No request in this regard will be entertained for review etc.
8. The selected candidate will be expected to join within one month from the date of the Offer of Appointment.
9. A person working in Govt. Organization / Autonomous Bodies / PSUs etc., will be required to produce the No Objection Certificate (NOC) before the interview or should send his/ her application through the proper channel.