



August 14, 2017

**Position:** Accountant  
**Job Code:** 03

**Number of Post(s):** One

**Educational Qualifications:**

- Graduate (Full-time, First Class) in Commerce from a reputed UGC recognized institution and CA Inter / Cost Accounting Inter, with a very good academic record throughout.
- Sound working knowledge of accounting systems, preferably TALLY.

**Experience:**

- Minimum 5 (five) years of post-qualification (post Inter CA or Inter Cost Accounting) experience in finance and accounts of a reputed organisation.

**Desirable Qualifications / Experience:**

- M Com. / MBA (Finance)
- Work experience in higher educational institutions of high repute such as IIMs, IITs etc.

**Upper age limit:** 35 years on closing date of applications

**Pay Scale:** Pay Band 2: Rs 9300-3400 GP: Rs 4200

**Probation:** As per GoI Rules

**Roles and Responsibilities:**

- Maintenance of Accounts by compiling and analyzing accounts information
- Verification and processing of bills as per Institute's policies and delegation of powers
- Preparation of Funds Flow Statement and Investment proposals
- Preparation of Bank Reconciliation Statements
- Vendor payments reconciliation
- Reconciliation of Students Fee and other accounts
- Coordination with auditors – Concurrent, Internal, Statutory, Government (CAG) etc.
- Assisting in compilation of budgets and variance analysis
- Assisting in compilation of annual accounts
- Verification of procurement proposals as per General Financial Rules 2017 (GFR), Central Vigilance Commission (CVC) guidelines and Institute's policies
- Preparing MIS reports for the management
- Documentation of all records for easy archival
- Any other work assigned from time to time

### **Key Skills/Abilities/Knowledge required:**

- Good interpersonal skills with a solution-oriented mind-set.
- Should be self-motivated and be able to work independently, with timely follow up and customer service orientation.
- Have strong commitment to service and willingness to work in a demanding work environment
- Proficiency in MS Office, e-mail, accounting software etc.
- Good communication skills in English – oral and written.
- Ability to plan, organize and maintain accurate written & electronic records of all relevant work in the department.
- Ability to prioritize work and effectively manage the same.
- Be open and flexible to work beyond normal working hours as per the requirements
- Be capable of handling the queries independently and efficiently
- Be open minded, sincere, honest, accountable, and be a team player with positive attitude.

### **Terms & Conditions of Appointment**

1. Place of work: Visakhapatnam, Andhra Pradesh, India
2. In addition to basic pay, the incumbent will also be eligible for allowances as admissible to Central Government Employees stationed at Visakhapatnam and as adopted by the Institute.
3. Higher start in the scale may be considered for exceptional and deserving candidates.
4. The terms and conditions of appointment shall be as per the relevant GoI Rules for the respective positions.

### **Important Points and Dates to remember**

1. Interested and eligible candidates are invited to apply using the prescribed online application format only, available on the ([www.iimv.ac.in/careers](http://www.iimv.ac.in/careers)) page. All information furnished MUST be based on supporting documentation. Incomplete/incorrect applications are liable to be rejected.
2. However, at this stage of application, copies of certificates NEED NOT be attached/submitted. Such proof would be sought ONLY from short-listed applicants.
3. Applications should be complete in all respects. Additional sheets as needed may be used and referenced suitably, as part of the CV.
4. All online applications (along with CV) should be received on or before **September 8, 2017**. No hardcopy application would be considered. It is reiterated that no copies of certificates need be enclosed at this stage.
5. In case of any difficulty in filling/submitting the online application, please contact [staffrecruit@iimv.ac.in](mailto:staffrecruit@iimv.ac.in) by giving your name and contact details and clearly describing the specific issue.
6. Selected candidate is expected to join latest by **November 30, 2017**.

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