

Foundation For Science Innovation and Development, IISc Bangalore

Job Title:	Junior Finance & Accounts	Job Category:	Non-Technical
Department/Group:	FSID_ Finance/Accounts	Posting Expires:	June 30 th , 2023
Location:	Bangalore	Travel Required:	NA
Level/Salary Range:		Position Type:	Permanent/Contract
Job Code	Finance-003		

Job Description

Roles & Responsibilities:

- Support duties related to accounts payable and accounts receivable functions.
- Maintain all tax compliances – TDS, GST, Income Tax etc.
- Payroll processing & disbursements
- Assist in Month end close activities within timeline.
- Assist with preparation of financial and statistical statements and reports.
- Analyze financial information in order to identify discrepancies.
- Query handling for Customers
- Maintain confidentiality of all financial data
- Interpret and apply accounting policies, rules, and regulations to all work in order to ensure compliance with applicable standards.
- Compile and prepare routine reports and summaries.
- Bank Reconciliations

Desired Candidate Profile

- Bachelor of Commerce along with MBA preferred.
- Around 3+ years of relevant, hands-on accounting experience
- Proficient to advanced knowledge of Microsoft Office Applications, including Excel.
- Excellent verbal and written communication skills
- Strong attention to detail and accuracy
- Ability to work independently on assigned duties.
- Demonstrates an ability to manage a variety of priorities while meeting deadlines.
- Working knowledge and experience in Tally must.

Interested candidates are requested to submit their updated CV along with the Job Code Finance-003 as a subject line to hr.sid@iisc.ac.in ,before 30th June 2023.