

Name of Position: Senior Manager (New Technology Management)

No of Position: 1 (One)

Type of Position: Contractual

Monthly Remuneration Rs. 40,300/- per month (other benefits as per institute norms)

Minimum Qualification Bachelors in Commerce from recognised University (Full time course)

Age Not more than 32 years as on 1st April, 2024

Experience required :

- Minimum 5 years of experience required of Finance & Accounts
- Experience of working in Research Institute like GERMI is highly desirable, and
- Proficient in maintaining books of accounts in "Tally" software.

Job description :

- To establish accounting systems, procedures and internal controls on regular basis for Grants/Donations/Projects
- To maintain Payroll of GERMI employees, payroll accounting & statutory compliance
- To maintain all financial record in computer by using accounting software "Tally" and also hard copy record keeping
- Good Communication Skill with drafting ability is highly desirable
- Liaising with Banks for Bank Guarantees/Security Deposits as per requirement of Projects and proper record keeping for the same.
- Provide regular report/MIS on Budget Vs. Actuals
- Implement records and reporting formats to ensure that all financial transactions and information are accurately
- To ensure that all expenses are in conformity with established rules and regulations
- Co-ordination with Statutory and Internal Auditor for completion of Audit and finalisation of books of accounts
- To review insurable risks, fulfil the statutory requirements and safeguard the legal documents and records.
- Undertake any other duties assigned by reporting officer

Skills Required :

- 2 years of experience as an Accounts Assistant (essential).
- Understanding of Accounts functions and best practices.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Computer literate with capability in email, MS Office and related business and communication tools.

NOTE:

1. Above-mentioned positions are purely on contract basis.
2. Incomplete applications and/or applications not meeting the required criteria(s) will not be considered.
3. No hard copy is to be submitted. Application NOT conforming to the format given in the website shall NOT be accepted.
4. Location for the interview will be informed to the shortlisted candidates through mail.
5. No TA/DA will be paid for attending the interview.
6. To apply click - [GERMI Recruitment Form](#).

(Last date of application: 21st August, 2024 till 6:00 PM)