



Ref.No:- 2021/TIH-IITR/199

## DIVYASAMPARK iHUB ROORKEE FOR DEVICES MATERIALS AND TECHNOLOGY FOUNDATION

01/09/2021

### Advertisement for the post of Finance & Planning Manager

Applications are invited from Indian Nationals only for position as per the details given below:

- Position: **Finance & Planning Manager.**
- No. of Vacancy: 1
- Location: **Roorkee, Uttarakhand**
- Company: **Divyasampark iHub Roorkee for Devices Materials and Technology Foundation (A Section 8 - Not for profit Company)**

### **QUALIFICATIONS:**

- Candidate need to have fulltime education: Bachelor in commerce or similar with relevant experience.
- The candidate must have minimum 3 years of relevant experience in FP&A and planning.
- Should have completed C.A. course (atleast 80% completed).

### **JOB DESCRIPTION:**

EXPECTED END RESULTS	MAJOR ACTIVITIES
1. Ensuring Controls and compliance framework	<ul style="list-style-type: none"><li>• Ensuring Business Decisions to relevant DOA and statutory requirement.</li><li>• Lead, Audit, Accounting and Compliance.</li><li>• Ensure monthly accounting of spend with ledger scrutiny and reconciliation</li><li>• Close coordination with business stakeholders to ensure business decision making is done with appropriate data and analysis</li></ul>
2. Planning	<ul style="list-style-type: none"><li>• Should have knowledge of FP&amp;A</li><li>• Variance analysis &amp; Monthly MIS and reporting</li><li>• Should be good interpersonal skill also should have experience in budgeting</li></ul>
3. Month end close and MIS reposting	<ul style="list-style-type: none"><li>• Closing month end as per monthly calendar.</li></ul>





	<ul style="list-style-type: none"><li>• Submitting Flash numbers for reporting.</li><li>• MIS reporting for various stake holders.</li></ul>
4. Support-System Automation-Finance Processes	<ul style="list-style-type: none"><li>• To work on future system development to improve.</li><li>• Over all reporting and controlling of finance transactions</li><li>• Management of grants</li></ul>

## RELEVANT EXPERIENCE:

- Overall 3+ years of work experience in grant field.
- Any Experience in Investment strategy related to Technology Sector will be given Preference.
- Candidates who have completed CA will also be given preference.
- Candidate should have worked in minimum 2 areas from following three skill sets
  1. FP&A
  2. Budgeting & Control
  3. Internal Audit & MIS
  4. Treasury & Banking

## PERSONAL CHARACTERISTICS & BEHAVIOURS:

- Good communicator and interpersonal skills.
- Ability to work in cross functional team
- Business Acumen
- Analytical bent of Mind and Ability for Quick Turn around.

**Salary as per non-government organization market norms.**

- Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
- Last Date to Apply **20 September 2021.**

**\*\*The subject of the e-mail should be "Application for the position of "Finance & Planning Manager".**

**\*\*Please Mention your last CTC in the application.**

**\*\*Please note that application received after the last date will not be considered.**

- Candidate should apply by submitting their resume along with self-attested copies of degrees, experience certificates on [hr.tih@iitr.ac.in](mailto:hr.tih@iitr.ac.in).
- After shortlisting, candidates will be called for the **Interview.**





## iHUB DivyaSampark

Divyasampark iHUB Roorkee for Devices Materials and Technology Foundation  
A section-8 Company established by Government of India (DST) and IIT Roorkee  
under National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS).  
CIN No.-U73200UR2020NPL011644

- Candidates, appearing for **Interview**, should bring the following documents:
  - Cover letter with detailed CV including chronological discipline of degrees/certificates obtained.
  - Experience including research, industrial field and others.
  - Proof of last salary drawn.
  - Please note that no TA/DA is admissible for attending the interview.

Tel: 01332285050

*Manish Anand*  
Authorized Signature  
Manish Anand  
Chief Executive Officer  
iHUB DivyaSampark

