



DIVYASAMPARK iHUB ROORKEE FOR DEVICES MATERIALS AND TECHNOLOGY FOUNDATION

Ref. No.-2022/TIH-IITR/234

Date- 24.06.2022

Advertisement for the post of Manager (Finance & Planning)

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

- Position: **Manager (Finance & Planning)**
- No. of Vacancy: **01**
- Location: **Roorkee, Uttarakhand**
- Company: **Divyasampark iHub Roorkee for Devices Materials and Technology Foundation (A Section 8 – Non- profit Company)**

QUALIFICATIONS:

- Full time Graduate/Post Graduate Degree in Commerce, Finance and Accounts
- 3-4 years of experience in a similar field will be plus in FP&A and planning.
- MBA from Finance would be a plus.

JOB DESCRIPTION:

- Close coordination with business stakeholders to ensure business decision making is done with appropriate data and analysis.
- Working closely with the leadership team to formulate the business's medium to long term financial and strategic plan
- Work with Accounts team & business head to build their annual budgets and forecasts
- Producing models to project long term growth and determine the impacting business factors
- Delivery of competitor analysis, market trends and associated commentary to the Leadership team.
- Analysing financial and operational results to better understand company performance
- Utilising BI tools to delivery meaningful insights into business performance
- Communicate to senior management the reasons behind the company performance and results
- Reviewing operations and recommending new productivity or cost saving initiatives
- Preparing business cases to support new investment, strategic and other business decisions
- Reviewing existing processes and procedures to develop recommendations for improvement efforts
- Evaluating previous budgets, expenditures to develop and implement future budgets
- Communicating results and recommendations to senior management for improvements that will lead to cost reduction, revenue generation and streamlining operations
- Provide insights to senior management around financial modelling, forecasts and profitability



- Managing the accounts team.
- Lead, Audit, Accounting and Compliance.
- Ensure monthly accounting of spend with ledger scrutiny and reconciliation
- Management of grants
- To work on future system development to improve.
- Over all reporting and controlling of finance transactions.

REQUIRED SKILLSET & RELEVANT EXPERIENCE:

- Good knowledge of company's compliances will be given preference.
- Knowledge and work experience on PFMS will be given preference.
- Have experience or expertise in CSR activities will be plus.
- Good knowledge of Tally Prime & Microsoft Office
- Fluency in English and good communication skills and a good listener

PERSONAL CHARACTERISTICS & BEHAVIOURS:

- Must be a team-player.
- Reporting skills
- Confidentiality
- Good analytical skills and ability to work under pressure.
- Strong decision-making & problem-solving ability
- Time Management

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.
- **Candidates please note:**
 - **Application for multiple posts @ iHUB DivyaSampark may lead to rejection of the application.**
 - **Screening of application will be done in every 15 days. The advertisement will be opened until we find a suitable candidate for the post.**
- Candidates should apply by filling up the below google form:
<https://forms.gle/X4as1W33wHWvvh5b9>



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

- After shortlisting, only shortlisted candidates will be called for the **Interview**.
- **Interview can be either Online or Offline or both.**
- Candidates, appearing for **Interview**, should bring or submit the following documents:
 - Cover letter with detailed CV including chronological discipline of degrees/certificates obtained.
 - Proof of last salary drawn.
 - Please note that **no TA/DA is admissible** for attending the interview

Tel: 01332-285050



Authorized Signature

Manish Anand

Manish Anand
Chief Executive Officer
iHUB DivyaSampark