



IIT Mandi iHub & HCi Foundation
Technology in Harmony with Human Needs

**ADVERTISEMENT
FOR
Executive-Finance
IIT MANDI IHUB AND HCi FOUNDATION
A Section – 8 Company Location
– IIT Mandi Campus**

About: IIT Mandi iHub and HCi Foundation (iHub) is a section 8 company established under the National Mission on Interdisciplinary Cyber- Physical Systems (NM-ICPS). The focus area of IIT Mandi iHub is “**Human-Centered AI**” The vision of the iHub is to be an internationally recognized hub that nurtures HCi research, enables technology translation for industry, and scales skill development. The four areas of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation & Acceleration, and Collaboration. For more information, visit www.ihubiitmandi.in.

Applications are invited for the Position of Executive-Finance

Apply Here: <https://form.typeform.com/to/YZLusJEE>

The Role

The Executive – Finance will support the day-to-day financial and accounting operations of IIT Mandi iHub and HCi Foundation. The role involves processing financial transactions, maintaining records, supporting budgeting and reporting, coordinating with internal teams and vendors, and ensuring compliance with organizational policies and applicable financial procedures.

Responsibilities:

- Process and maintain records of invoices, bills, payments, reimbursements, and other financial transactions.
- Preparing payment requests and supporting documentation.
- Maintain accurate records of accounts payable and receivable.
- Support bank reconciliation and verification of financial transactions.
- Assist in the preparation of monthly financial reports, statements, and MIS.
- Support budget preparation, expense tracking, and financial monitoring.
- Maintain proper documentation and filing of financial and accounting records.
- Coordinate with vendors, employees, banks, auditors, and other stakeholders for finance-related matters.
- Assist in statutory compliance, audit requirements, and submission of required financial documents.
- Support the processing of employee reimbursements and other finance-related claims.
- Assist in tracking project-wise expenditure and maintaining relevant financial records.
- Ensure that financial transactions are processed in accordance with organizational policies and approval procedures.
- Perform other finance and accounts-related duties assigned by the management from time to time

Key Skills

- Good understanding of accounting principles and financial processes.
- Working knowledge of Tally and GeM (Government e-Marketplace).
- Knowledge of General Financial Rules (GFR) and government procurement procedures will be preferred.
- Understanding of GST, TDS, invoicing, and statutory compliance.
- Proficiency in MS Excel/Google Sheets.
- Good numerical, analytical, organizational, and communication skills.

- Strong attention to detail and ability to maintain confidentiality of financial information.

Qualification

Position	Qualification	Years of Experience
Executive-Finance	Bachelor's/Master's degree in Commerce, Finance, Accounting.	2 to 3 years of post-degree experience in the relevant area.

Remuneration:

Position	Remuneration
Executive-Finance	Up to INR 35,000/- per month based on experience.

Terms/Instructions:

1. Only shortlisted candidates will be contacted/informed through email/phone.
2. IIT Mandi iHub and HCl Foundation reserves the right to fill up the post, not to fill up the position or cancel the advertisement in whole or part without assigning any reason. The company also reserves the right to limit the number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.
3. Documentary evidence of all educational and professional qualifications will be required to be produced when specified.
4. The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be terminated.
5. If it is found later that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.
6. **The applications will be considered till the post is filled.**

Contact us: IIT Mandi iHub and HCl Foundation, IIT Mandi, North Campus, Kamand, District Mandi, Himachal Pradesh 175005

Email: hr@ihubiitmandi.in

Website: www.ihubiitmandi.in

Note: All applications should be routed through the application link provided for each position in the advertisement. Email us only in case of questions