



**IIM LUCKNOW ENTERPRISE INCUBATION CENTRE (IIML EIC)
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW**

Noida Campus at B1, Institutional Area, Sector 62, Noida- 201307

IIML EIC is hosted by IIM Lucknow, supported by NSTEED, DST, Government of India, and the Uttar Pradesh Government

VACANCY
NOTIFICATION

Subject: Recruitment for the position of Manager-Accounts on contract at IIML EIC

IIML- EIC invites applications from interested and eligible candidates for the selection of **one position (01) of Manager-Accounts** on contract for a period of 1 year, which may be considered further for extensions as per the project requirement & satisfactory industrial performance, and policy of the IIML EIC.

The candidate having familiarity and understanding of Accounts & finance matters in Government Organizations / Institutes and having knowledge of General Financial Rules (GFR), Public Financial Management System, statutory compliance of a Section 8 company will be preferred.

Job Description & Key Responsibilities:

- Handle and maintain all records related to finance, regulatory, and statutory compliance matters of the organization
- Assist in the maintenance of Accounts / Day to day-to-day accounting of income and expenses, and updation of records in Tally.
- Coordinate with the team for expense claim/reimbursement as per the company policy
- Preparing & providing Invoices to incubatees, PSUs & others
- Assist in financial statements, utilization certificates, audit support, and management of all statutory compliance.

Skills & Knowledge Requirements:

- Bachelor's / Master's Degree in Commerce / Finance Management with minimum 5 years of post-qualification experience in Accounts cum Administration;
- Strong experience in invoicing, Tally, accounts receivable/payable, GST, PF & TDS Compliance;

- Strong attention to detail, excellent communication, and collaboration skills;
- Ability to manage multiple projects and meet deadlines.

Compensation:

The consolidated remuneration will be in the scale between Rs. 6.00 Lacs to Rs. 9.00 Lacs (all-inclusive) with a break-up available with the incubator as per IIML EIC's policy.

GENERAL CONDITIONS

- Submit your application as per the link: [Click Here](#)
- The last date of submitting the online application is 04 May 2025, before 5:30 PM
- All the received applications for the said post will be shortlisted, and only the shortlisted candidates will be invited through e-mail to appear in the interview on the scheduled date and time.
- The candidates have to produce their biodata along with a set of photocopies in support of their educational qualifications, experience, etc., at the time of the interviews. They should also bring all testimonials in their original form for verification purposes.
- There will be multiple rounds of interviews as deemed appropriate by the management.
- No TA/DA or any other incidental expenses will be reimbursed for attending the interview.
- Initial appointment will be for 1 year on contract, renewable further, subject to project requirement & satisfactory industrial performance of the incumbent and the need of the IIML-EIC.
- The compensation will be decided depending on qualification, experience, last drawn salary, and relevant factors.
- Candidates are advised to visit the website of IIM Lucknow (www.iiml.ac.in/) / (www.iimlincubator.com) regularly for updation, amendments, and corrigenda (if any). It will be placed on the Institute website only.
- IIML-EIC reserves the right not to fill the above position if it desires so.
- Canvassing in any form will be a disqualification.

MD, IIML- EIC

**Indian Institute of Management- Noida Campus B-1, Institutional Area,
Sector-62, Noida**