



Job Title: Deputy Manager (Accounts) / Manager (Accounts)

Location: Institute of Rural Management Anand (IRMA), Anand - Gujarat

About IRMA:

The Institute of Rural Management Anand (IRMA) is a premier, national level Institute for Postgraduate, Doctoral and Mid-career/in-service education, research, and consulting in rural management. Founded in 1979, IRMA's mission is to promote all-around sustainable Rural Development through professional management.

Role Description:

The incumbent should be able to handle the accounts of the institute as per Indian Accounting Standards or any other accounting standards enforced by regulatory authorities. The institute offers educational programmes, Management Development Programmes as well as consulting and research services. The financial transactions would be in form of fees, grants, donations etc. The specific responsibilities include:

- Maintaining day-to-day accounting across services
- Monitoring of expenses across services to ensure adherence to budget
- Processing and recording of account receivable transactions
- Ensuring accurate and timely issuance of all the invoices, vouchers, and challan as per the agreements and government rules and regulations
- Performing general accounting analysis and reconciliation, including bank statements, fixed assets, etc
- Accurate and timely preparation of final accounts such as financial statements, budget performance, and grants and project reporting and timely reporting to the concerned authorities
- Driving the implementation of systems, procedures & manuals for maintenance of statutory books of accounts & financial statements and ensuring compliance with statutory requirements
- Overseeing financial statements including Trial Balance, Profit & Loss A/c, Age-Wise Accounts Payables & Receivables Statements and Balance Sheets.
- Drafting MIS Reports, Cash & Fund Flow Statements, Balance Sheets, Audit Reports, etc. to track financial performance
- Formulating annual budgets and conducting variance analysis to determine the difference between projected & actual results and implementing corrective actions.
- Supporting Internal and Statutory audits



- Developing/implementing an effective internal control system with a view to highlighting shortcomings & implementing recommendations made by the Auditors for the accounting functions
- Overseeing computation and timely deposit of taxes (Professional Tax, ESIC, GST, Tax & Wealth Tax, TDS & Service Tax, and others applicable), filing returns for completion of assessment and ensuring statutory compliance
- Handling/ supervising PF-related records of all employees, file challans, liaison with EPFO office, and ensuring all mandatory compliances of Employees Provident Fund

The incumbent having experience in educational institutions with exposure to managing accounting systems pertaining to Grants and Projects will be preferred. The incumbent should possess sound knowledge of Microsoft Office, Accounting Software and Accounting Information Systems. The incumbent should be a team player with good interpersonal skills and the ability to handle interdepartmental coordination with other teams in the Institute. The incumbent should be capable of supervising and developing the department employees.

Selection Criteria:

The incumbent should be a Chartered Accountant (CA) having experience of more than 4 years.

Age:

The Incumbent age should be preferably around 35 years.

Remuneration:

The appointment will be made purely on a three-year contract. The remuneration will be commensurate with the candidate's qualifications, experience, and alignment with the position. The remuneration will include all the monthly emoluments and Institutional benefits as per the rules and regulations.

To Apply:

Interested candidates may please apply online by February 26, 2023, i.e., 23:59 at <https://www.irma.ac.in/careers/careers.php>. Please mentioned in your CV for which position you have applied.



Please Note:

The Director, IRMA reserves the right to make relaxations in the prescribed qualifications/ experience if found suitable.

Mere fulfilling the minimum qualifications and experience prescribed will not make a candidate eligible to be called for an interview.

Only short-listed candidates will be called for the interview.

No correspondence/interim enquiries/telephonic enquiries in the matter will be entertained.