



Requires

Assistant Manager - Billing

The Indian Institute of Management Ahmedabad is looking for a young and dynamic Assistant Manager - Billing. The main job description is as follows.

Job Description:

The Assistant Manager will be responsible for scrutiny and certification of invoices for services, works and goods. The certification should be in accordance with the work order / agreement and should be in compliance with GFR/GeM/Manual. The invoice related to all type of work which includes civil, mechanical, electrical, etc, all different type of services and goods.

The job functions listed here are merely representative but not necessarily exhaustive or descriptive. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

1. Check all type of invoices in accordance with contract/workorder/agreement/tender document.
2. Check for all the requirements as per contract/workorder/agreement/tender document.
3. Updating/Maintaining of Register for all the invoices.
4. Prepare reports as per the requirement of the Institute.
5. Certification of invoices and processing of invoices via SAP to the accounts department in requisite format.
6. Record keeping of all invoices.
7. Complete handling of Audit of invoices (Internal as well as external).
8. Other miscellaneous office related work.

Qualification, Experience & Skill Requirements:

- The candidate should be a graduate (full time) with first class OR a postgraduate (full time) from any recognized university and should have minimum 7 years of relevant experience in invoice checking or had work with tender /contracts for services and works.
- A post graduate degree in management would be preferred.
- Work experience with government departments shall be preferred.
- The candidate should be acquainted with and should have complete understanding of contract/workorder/agreement/tender document related to goods/Services/Works in Government Organization.

- Knowledge on General Financial Rule (GFR) 2017, related manual and its amendments shall be added advantage.
- The candidate should have in depth understanding of contractual clause, should have hands on experience of working on checking of all type of invoice.
- The candidate should have excellent communication skills (both written & verbal), analytical and interpersonal skills and multi-tasking abilities.
- The candidate should be fluent in English communication, should be capable to understand management requirements, and should be flexible to work as per the department's requirements.
- In depth knowledge of MS-Office (Excel, Access, Word, Power Point) and SAP (MM module) is essential.
- The candidate should have information gathering skills, understanding of basic office administrative processes is necessary.

Reporting to: Chief Administrative Officer or any other senior functionaries.

Age: Maximum 40 years as on the last date of application. The Institute provides age relaxation as per GOI rules. Additional 5 years' age relaxation is given to women candidates.

Salary & Allowances: Selected candidates will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as required. Based on the experience and qualification, the selected candidate will be placed in Pay Level 6 under the pay matrix of 7th Central Pay Commission. Beside the salary as per the 7th CPC, the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **April 17, 2024**.

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