

## Indian Institute of Management Guwahati

*Requires*

### **Accountant**

Indian Institute of Management Guwahati is looking for an **Accountant** who will manage the day-to-day financial operations of the educational institute, maintain accurate accounting records, ensure statutory compliance, prepare financial reports, and support budgeting and fee management activities.

#### **Brief Job Description (though not exhaustive):**

- Procure and implement accounting software or ERP platforms such as Tally Prime and SAP.
- Open institutional bank accounts, negotiate terms for merchant gateways, and establish corporate credit facilities.
- Design and document financial standard operating procedures (SOPs) for expense approvals, petty cash, and procurement.
- Accounting for long-term programmes and create automated fee collection systems
- Track outstanding balances and execute a structured collection process for aging accounts.
- Plan, budget, and track capital expenditures required for initial setup, prioritizing investments across civil construction, IT networks, lab equipment, and campus furniture.
- Rolling cash flow forecasting process, analyzing seasonal collection trends to safeguard net working capital and support short-term funding decisions.
- Oversee the payroll lifecycle for teaching and non-teaching staff, incorporating structured monthly pay scales.
- Ensure strict compliance with local tax regularities, including corporate tax filings, TDS, and GST.
- Manage the end-to-end statutory audit lifecycle, ensuring timely reconciliation of accounts, robust documentation, and seamless collaboration with external audit partners to guarantee regulatory compliance.
- Must build strong cross-functional relationships to ensure the new institute operates efficiently
- Perform any other duties assigned by the competent authority from time to time.

#### **Qualification & Experience:**

- Bachelor's degree in Commerce (B.Com) or Accounting/Finance. Candidates with M.Com, MBA (Finance), CA Inter, CMA, ICWA or relevant accounting certifications will be preferred.
- The candidate should have at least 5 years post qualification professional experience in the field of Finance/ Accounts/ Audit Departments.
- Similar work experience in reputed educational institutions such as IIMs, IITs etc./ autonomous body/ PSU would be preferable.
- An excellent knowledge of accounting software or ERP platforms like Tally Prime/Enterprise Resource Planning/SAP tools and Fixed Asset module is necessary.

**Age:** Max. 35 years as on the last date of application. The Institute provides age relaxation as per GOI rules.

**Location:** Guwahati, Assam.

**Salary & Allowances:** This position is offered as a three-year term based appointment with Pay and benefits in Paylevel 06 under 7<sup>th</sup> CPC. Based on the individual performance, the position may be adjusted against sanctioned position.

Interested candidates are requested to APPLY ONLINE ONLY latest by **June 06, 2026**.

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