

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. 40 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 7th CPC. Based on the individual performance, the position may be adjusted against sanctioned position.

The Institute reserves the right to fill or not to fill the posts and to cancel the recruitment process of respective post at any stage.

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

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