



Requires

Executive - Accounts

IIMA's Accounts Department is looking for a young and dynamic accounts professional.

Job Responsibilities:

- Bank Receipts & Payments with Reconciliation in SAP on day-to-day basis for various bank accounts (including the payment gateway transactions).
- Preparation of Bank advice to various banks & Cheques for the different vendors if payment is to be made by cheque
- Follow up with various bank officials for any queries related to bank transactions etc.
- Handling the accounts payable
- Follow up with the different offices for unlinked / unreconciled credit or debit in the Bank accounts
- Handling various types of employee benefits such as LTC, Children Education Allowance, Reimbursement of mobile bills, High Quality Research Awards, development allowance etc. (including accounting and disbursement of the same)
- Any other task assigned related to the Accounts Department.

Qualifications & Experience:

- The candidate should be B. Com graduate (full time) from any recognized university and CA Inter / M. Com from a recognized University/Institute.
- Minimum 3 years of post-qualification experience (preferably in an educational institution).
- Working Knowledge of SAP is essential.
- Knowledge of MS-Office (Excel, Word, Power Point) is essential.
- The candidate should have good communication skills (both written & verbal)

Age: Max. 30 years as on the last date of application. Institute provide age relaxation as per GOI rules. Additional 5 years' age relaxation is given to the women candidates.

Job Location: IIM Ahmedabad Campus, Vastrapur, Ahmedabad.

Reporting to: The selected person will report to the Assistant General Manager or any other senior position within the Accounts Department.

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 2 under the pay matrix of 7th Central Pay Commission. Besides the

salary as per the 7th CPC, the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are requested to APPLY ONLINE before **September 30, 2026**.

[**Click here to Apply**](#)