

Business Associate: Accounts and Admin

Roles and Responsibilities

Develop and document robust accounting policies and procedures.

Ensuring compliance under Companies Act, Income Tax Acts and any other Acts as may be applicable from time to time to guarantee a fully compliant operating model

Ensure timeliness, accuracy, and usefulness of financial and management reporting

Take a periodical review on whether the booking of expenses are happening as per the guidelines, and does not exceed the budget

Prepare quarterly/yearly budget of the organization and make financial reports with analysis on various parameters

Produce accurate and timely financial statements for internal and external reporting

Provide reception services and clerical support for clients

Counsel startups on Financial topics

Calculate charges for clients' rent and services used

Prepare monthly client billing, collect payments and issue receipts Monitor delinquent payments & Handle accounts receivable/ payable

Provide clerical support for the incubator and generate internal announcements

Develop security procedures for facility & Coordinate maintenance staff or outside maintenance contractors

Eligibility Criteria

A highly motivated individual looking to work for benefitting the semi-urban rural livelihoods.

Applicants must have at least 1.5 years of work experience maintaining books and accounts of a firm or an organization

Applicants must be proficient in using Tally and/or similar accounting software

Preference will be given to applicants having knowledge of PFMS and other accounting rules and processes established for government processes

Should have strong knowledge of non-profit accounting and compliances mainly under FCRA, Income Tax,- Companies Act, and other Acts (e:g Corporate Social Responsibility (CSR) Under the Companies Act), as may be applicable

Ability to work and manage operational, finance, and accounting software packages

Applicants must possess strong communications, interpersonal and social skills

Detail-oriented and precise in presenting data and reports

Prior experience at an investment firm or incubator is preferred.

Preference will be given to applicants with strong office skills including the ability to use the Internet effectively, ability to document and create presentations, familiarity with G Suite and other productivity tools

Qualification

Bcom/ M Com /CA/ MBA Finance or CWA or M Com

1.5 to 2 years of experience in an accounting firm /Accounting department of any company

The above-mentioned positions will be purely on a contractual basis for 12 months.
Remunerations — Rs. 18,000/- per month (consolidated) (all-inclusive).

Business Associate: Marketing & Communication

Position Scope:

We are seeking an enthusiastic, creative, and dependable Marketing & Communication Associate to join our growing Incubation centre. In this position, you will work independently managing all the events/exhibitions/fairs, lead generation, Digital Marketing, email campaigns and collaborate with

our teams in each stage of marketing campaigns. Your work will include developing, growing, and expanding our marketing channels through social media outreach, blogging, and strategic planning.

Roles and Responsibilities

Own and manage all the events/exhibitions/fairs end to end within and outside the campus.

Manage College and school outreach, student engagement, and lead generation related activities on / off-campus.

Manage an effective relationship with schools & Colleges for future events and engagements.

Identifying new potential ideas, products, and markets. Establishing market linkages, conduct market studies, supply chain management.

Coordinate with the agency for permissions, organizing events, lead generation, and closure of activities.

Take care of the Social Media activities, the Website including the blog and the newsletter of the Incubator, etc.

Drive our community events at the incubator such as meetups, demo days as well as corporate events.

Develop appealing stories and content highlighting the entrepreneurs we support and the milestones of the incubation program

Work on graphic designs, web, and content

Ensure that our digital presence is optimized (website, social media, content marketing).

Ensure the efficient and cost-effective production of all collateral, video, print, etc.

Work with the Leadership team to establish effective systems and processes that ensure consistently effective output

Oversee the creation and implementation of innovative communication campaigns in support of Events, training, and expos and recruit volunteers,

Help clients market products/ services to a targeted audience

Eligibility Criteria

A highly motivated individual looking to work for benefitting the semi-urban rural livelihoods.

Experience with, online applications, Digital Marketing, Google Adwords, Data Analytics etc

Must possess superior verbal communication skills with high creativity, energy, integrity, thoughtful judgment and decision making — solid presentation skills a must

Extensive knowledge of social media best practices and platforms

Demonstrated ability to cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities, research institutions, industry experts, associations and angel investors.

Qualification

MBA/BBA/ B.Tech/BSC

You have a minimum of 1 year of working experience in Digital Marketing, Communication, Content creation.

1 to 2 years of experience in Sales / Marketing department of any company entrepreneurial experience would be preferred.

The above-mentioned positions will be purely on a contractual basis for 12 months.

Remunerations Rs. 18,000/- per month (consolidated) (all-inclusive)

How to Apply: Interested candidates should send their updated resume along with the self-attested copies of necessary testimonials in support of the evidence of educational qualifications, and experience in one pdf file along with your latest CV through e-mail to communitymanager-aic@iiitkottayam.ac.in and cc to pa1-aic@iiitkottayam.ac.in

Last date to apply: 13th November 2020. Due to the high volume of applications, only shortlisted applicants will receive a response from the AIC- IIITKottayam Foundation. All right reserved with AIC- IIITKottayam Foundation.

Company profile:

AIC IIITKottayam Foundation (<http://icentre.iiitkottayam.ac.in>), is a non-profit Sec.8 company. It is sanctioned under the Atal Innovation Mission scheme of Govt. of India. The centre will address the existing problems of entrepreneurs by providing them with sufficient input in terms of knowledge, guidance, mentoring, training, and demonstrations.

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