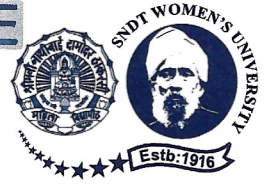




WISE SNTDWU INCUBATION CENTRE (Section 8 Company)



Office: - 5th Floor, Usha Mittal Institute Of Technology,
SNDT Juhu Campus, Juhu Tara Road, Santacruz (W), Mumbai - 400 049

Reg. No. U80902MH2021NPL35TT54

Date : 24/03/2023

Recruitment Advertisement

WISE SNTDWU INCUBATION CENTRE, Mumbai (funded by Maharashtra State Innovation Society) is a Section 8 Company (CIN: U80902MH2021NPL357754) hosted by SNDT Women's University, Mumbai.

WISE SNTDWU INCUBATION CENTRE (Section 8 Company) invites the applications for the post of Accounts and Finance Manager.

Applicants expected to be possessing relevant qualification and experience with adequate exposure in Start-up Ecosystem. Interested candidates are requested to submit resume on emails: connect@wisesndtwu.org and laxmi.goritiyal@wisesndtwu.org **within 10 days from the date of advertisement.**

Job Title	Accounts and Finance Manager
Location of Posting	Mumbai
No. of Posts	1
Nature of Post	The vacancy is to be filled-up purely on contract basis for an initial period of 2 years and further extendable for 2 years. The appointment shall come to end on the expiry of the contract period.

Educational and other Qualifications

Essential:

- MBA/M.Com from a recognized institute or relevant equivalent qualification.
- Work experience of minimum 2 years will be preferred.

Required Skills

- A highly motivated individual looking to work in the start-up ecosystem.
- Knowledge of basic accounting principles
- Attention to detail and high degree of accuracy
- Strong computer and communication skills
- Ability to maintain secrecy and confidentiality
- Experience in drafting financial reports and handling spreadsheets
- Flair for numbers
- Data entry knowledge
- Excellent organizational and multitasking skills
- Understanding of financial laws and regulations
- Ability to calculate quickly and accurately
- Ability to handle stressful situations
- Excellent skills in the entire Microsoft Office Suite (MS Word, Power point, Excel etc.)



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JOB DESCRIPTION for Accounts and Finance Manager:

- Assist in functions of accounting including budgeting, statutory compliance, Indirect taxes, and other Finance related activities.
- Ensure that accounting standards are applied in the relevant areas of work.
- Facilitate annual and long-term planning, performance monitoring, capital expenditure governance, the business analysis of various options, and support management decisions by analytical inputs.
- Preparation of weekly MIS, Preparation of Financial Analysis of schemes with a budget, commitment, expenditure, etc with variance analysis to support management decisions.
- Preparation of project-wise periodical cost analysis for management review Support in the evaluation of sanction requests in adherence with the capital governance process.

Salary : Negotiable

Disclaimer: Detailed Job description will be provided at the time of interview or joining date.

Date: 24/03/2023

Dr. Laxmi Goritoyal
Chief Executive Officer
WISE SNTWU INCUBATION CENTRE, Mumbai

CEO
WISE SNTWU INCUBATION CENTRE