



**IIM Lucknow Enterprise Incubation  
Center (L-INCUBATOR)**  
(A Section 8 company Not for Profit)  
**INDIAN INSTITUTE OF MANAGEMENT LUCKNOW**  
NOIDA Campus @B1, Institutional Area, Sector 62,  
NOIDA- 201307



**Recruitment (Contractual) for the position of Manager Accounts**

**IIM Lucknow Enterprise Incubation Center** is setup & hosted by IIM Lucknow (internationally reputed business school in India) at its Noida campus. The center is supported by NSTEDB, DST, Govt. of India and Uttar Pradesh State Govt. under Startup & IT policy for promoting startups.

The focus of the center is to speed up the growth and successful commercialization of technology and knowledge based startups and early stage ventures. It provides a combination of Accelerator program; SEED Capital, Smart Co working space, Industry & Corporate linkages, Mentoring and international network to help startups for faster growth.

L- Incubator invites applications from the interested and eligible candidates for the position of **Manager Accounts** on contract.

**Post- Manager Accounts**

**Compensation:** In the range of total remuneration between Rs. 35000-50000 (all-inclusive) depending on qualification and experience. Additionally medical insurance is also provided to executive as per policy of the Incubator.

**Qualifications:**

- Bachelor / Master degree in Commerce / MBA in Finance / CA  
With minimum 5 years experience (for Bachelor), 3 years (for Master / CA (Inter) and 1 year experience (for CA (final)) in Book keeping, accounting & finance, taxation, audit.
- Proficiency in Tally & MS-Office
- Fluent in spoken and written English.
- Exposure to Financial modeling, Cash Flow, Venture financing, Valuation, Equity and Cap table Management (desirable).
- Age: below 35 years as on the closing date for receipt of application

**Job Role:**

- Managing accounts (Book keeping, Accounting, Taxation etc.)
- Summarizing, analyzing and reporting of financial information.
- Performing periodic internal audit and coordination for external audit
- Manage, monitor and review payables / receivables.
- Assisting incubated startups for their accounting need.

- Procurement, Purchase & Office administration supports.
- Assisting investment team for financial modeling, analysis, Cash flow, Due diligence, Valuation, Equity and Cap table management (desirable).

### **General Conditions:**

1. Last date to apply is **December 10, 2018 (5.30pm)**.
2. All the received applications for the said post will be shortlisted and only the shortlisted candidates will be invited through e-mail to appear in the interview. The interview date, time and venue will be communicated through email to only shortlisted candidates.
3. The candidates have to produce their bio-data along with a set of photocopies in support of their educational qualifications, experience etc. at the time of interview. They should also bring all testimonials in original for verification purpose.
4. No TA/DA or any other incidental expenses will be reimbursed for attending the interview.
5. The compensation will be decided depending on qualification, experience, last drawn salary and relevant factors.
6. L-Incubators reserves the right not to fill the above position, if it so desires.
7. Canvassing in any form will be a disqualification.

**Apply online by December 10, 2018** by clicking on the following link:

<https://goo.gl/forms/NaZ556QNtOJM42KY2>

For further query, please contact:

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