
	<p style="text-align: center;">AIC STPINEXT INITIATIVES</p> <p style="text-align: center;">(A Section 8 Company incorporated by )</p> <p style="text-align: center;">STPI Elite Building, IDCO Plot No.2/A, Industrial Area, PO: Malipada, Gothapatna, Khorda, Bhubaneswar-751003 Tel.No..0674-2623000, URL:www.stpinext.in, https://bbs.electropreneurpark.in</p>
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Employment Notice 1/2022/STPINEXT/EP-BHUBANESWAR

The company hereby invites online applications from the eligible candidates for filling up vacancy of Manager (Admn & Accounts) for Electropreneur Park (EP) at Software Technology Parks of India (STPI), Bhubaneswar. The eligibility of the candidates, selection process and general terms & conditions are here under:

Name of the Post	Manager (Administration & Accounts)
No. of Post(s)	01
Nature of appointment	The post is proposed to be filled up purely on contract basis for a period of three years which will be renewed on performance basis every year. The appointment shall come to end on the expiry of the contract period.
Age Limit	Less than 40 years as on the last date of submission of application. Further, suitable candidates may be given age relaxation.
Educational Qualification	MBA (Finance) and/or Graduate in Science/Commerce from a recognized and reputed Institute/University. Professional Certification in CA/ICWA/Inter Qualified is desirable.
Work Experience	Post Qualification experience of overall 5 years of as Manager in Administration & Accounting with the responsibilities of financial management ranging from simple accounting to broad investment and banking operations and must also have fair knowledge of productivity tools and digital technologies
Job description	<p>Selected candidate shall be part of the core Incubation team at Electropreneur Park and would lead the following activities</p> <p><u>Administrative Responsibilities</u></p> <ul style="list-style-type: none"> • Manage day-to-day operations of the centres under leadership of the COO, EP • Hire and manage temporary staff as per requirements • Make administrative arrangements for on boarding of start-ups and visit of dignitaries.

	<ul style="list-style-type: none"> • Make administrative arrangement for conduct of onlin/ onsite training programme as per the directives of the COO. <p><u>Accounting responsibilities</u></p> <ul style="list-style-type: none"> • Safe custody/keeping and accounting of funds allocated to the centre. • Preparing budgetary estimates and taking approval as per the policy. • Ensure tax compliances as per current and prevailing regulatory provisions • Preparing/help start-ups in preparing the balance sheet. • Safe custody of bills, invoices & Payment vouchers • Handling Business Banking responsibilities of the centre. • Preparing/Help start-ups in preparing Financial Projections for the purpose of valuation. • Financial analysis and forecasting. • Develop vision, strategy and business model to achieve the objectives of the domain specific CoE being established by STPI and implemented by AIC STPI Next Initiatives in consultation with the COO and the Jurisdictional STPI Director of the respective CoE. • Work closely with the COO and Jurisdictional STPI Director of respective Co End report to the COO/COE for implementation of strategy, review and plan for continuous improvement
Key Skills	<ul style="list-style-type: none"> • Empathetic people manager, a trusted advisor to the team • Enjoys working with start-ups and helping them succeed • Strong attention to detail • Proven experience in the role • In depth knowledge of financial management, accounting practices, corporate financial laws and risk management practices • Excellent knowledge of data analysis and forecasting methods. • Proficient in use of MS Office and financial management & accounting software(s) • Ability to strategize and solve problems • Strong leadership and organisational skills • An analytical mind, comfortable with balance sheets, financial projects, valuations methodology. • Familiarity with startup ecosystem is a strong advantage.
Compensation:	Maximum fixed and consolidated salary of Rs. 40,000/- (Rupees forty thousands only) per month. For deserving candidates, the consolidated salary as per industry standards, may be negotiated.

How to apply:

Candidates meeting the above eligibility criteria/requirements may fill up the online application at website of the company <http://www.stpinext.in/> or <https://bbs.electropreneurpark.in>

Selection process:

- Applications received by the last date shall be screened by a duly constituted Committee. Therefore, applicants are required to go through the eligibility criteria carefully and ascertain themselves regarding their eligibility before applying.
- The 'screened-in' candidates shall be called for Personal Interview and appear before the Selection Committee at their own cost.
- The Candidates, at the time of Personal Interview, must bring their original documents for verification and one set of duly self-attested photocopies of those documents.
- The Name of the Applicant in application form must be same as mentioned in the certificate of matriculation. In case the candidate has changed his name subsequent to matriculation, the evidence to that effect should be furnished at the time of interview.