

**Job Title: Executive, Finance - International Foundation for Research & Education**

**Reports to: Senior Manager – Finance**

**Location: Ashoka University, Campus, Sonapat, Haryana**

**Experience (in years): Graduate in Commerce with 3-5 years of experience/ Post Graduate in Commerce with 1- 3 years of experience in Accounts.**

**Nature of work:** Full Time

**About Ashoka University:**

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed higher education in India with its unique pedagogy, governance, and best practices.

Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research, and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured the top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded a Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigour, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community, and teaching methods.

For further information, visit [www.ashoka.edu.in](http://www.ashoka.edu.in).

We aim to co-create a nurturing space for our students, faculty, staff, donors, and community positively through universal values:

- **Be Mission-Driven**
- **Think Strategically**
- **Act Authentically**
- **Take Accountability**
- **Build Collaboration**
- **Deliver Excellence**

**Role and Responsibilities:**

The position will be responsible for accounting matters and grant management in accordance with Ashoka University policies, procedures, and industry standards, as well as clients' needs.

- Process all staff and vendor payments as per policies and procedures documented in Finance manual and support Sr. Manager-Finance in ensuring overall compliance.
- Regularly update the books of accounts so that no entry is left to capture in the system
- Enter data in ERP Accounting software, accurately on a daily basis, ensure preparation and filing of the vouchers, and reconcile account balances.
- Coordinate and support Sr. Managers in ensuring an organized office filing system of finance reports/files/registers/papers
- Ensure timely payments to creditors and staff.
- Coordinate with the Centres team and prepare a robust project-wise cash flow on a monthly basis
- Prepare Bank reconciliation on a monthly basis and follow up on outstanding issues.
- Ensure timely disbursement of funds to all the stakeholders for the effective implementation of the project.
- Basic Knowledge about Income Tax, PF, Gratuity, and GST with regard to the NGO sector.
- Extend necessary support activities in both external and internal audits, assist in the preparation of responses, provide physical documentation for verification, and assist in the implementation of the recommendations.
- Provide full assistance in signing the relevant documents from the signatories.
- Willingness to travel locally to complete bank-related formalities and sign the documents from the relevant authorities.

**Eligibility:**

- Graduate in Commerce with 3-5 years of experience or Post Graduate in Commerce with 1- 3 years of experience in Accounts.
- Candidates with relevant work experience in both commercial and development sectors with exposure to accounting and finance will be preferred.

**Skill Sets**

- Proficiency in use of MS Office primarily Excel and must know how to use Pivot table, V- Look up, H-Look up,
- Good Communication skills in Hindi and working knowledge of English - written and verbal

**Application Submission Process**

Please submit an updated CV at [connect.hr@ashoka.edu.in](mailto:connect.hr@ashoka.edu.in), with the subject line – <Job Name+Department Name\_Applicant Name>.

Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.

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**Ashoka is an equal opportunities employer.** Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.