

Job Title: Senior Executive/Executive, Accounts and Finance**Reports to:** Director, Accounts and Finance**Location:** Ashoka University Campus, Sonipat**Experience (in years):** 2-3 years**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 Indian 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 top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigor, 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.

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:**Financial Management and Reporting:**

- Prepare Bank reconciliation on monthly basis and follow-up on outstanding issues.
- Ensure timely disbursement of funds to all the stakeholders for the effective implementation of the project.
- Process all staff and vendor payments as per policies and procedures documented in Finance manual and support Manager- A&F in ensuring overall compliance.
- Enter data in ERP Accounting software, accurately on daily basis, and ensure preparation and filing of the vouchers and reconcile account balances.
- Ensure timely payments to creditors and staff.
- To ensure that all expenses are in conformity and are processed as per Policy and Procedures outlined in the Administration and Finance Manual.

Statutory Obligation:

- Knowledge about FCRA, Income Tax and GST with regards to NGO sector desirable.

Audit:

- Extend necessary support activities in both external and internal audit, assisting in preparation of response and in the implementation of the recommendations.

Eligibility:

- Graduate in Commerce with 2-3 years of experience M.com will be an added advantage.
- Candidates with relevant work experience in both commercial and development sectors with exposure to vouching and general accounting tasks.
- 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 English - written and verbal. (Hindi is also desirable).

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.

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.