IIIT Hyderabad Invites Applications for the Position of Accounts Assistant - 01 Position

The International Institute of Information Technology Hyderabad is a world-class institution offering BTech, MS by Research, Dual Degree (BTech + MS), MTech, and Ph.D. programs.

**Overall Responsibility:** The Accounting Assistant is responsible for performing daily accounting tasks that will support the Finance and Accounts team.

**Education & Experience**

- Bachelor’s or master's in commerce from a well-reputed institute.
- 2-3 years of relevant experience.
- Understanding of taxation and other regulations.

**Job Responsibilities**

- Works cohesively with a financial and accounting team.
- Maintains accurate and up-to-date accounting records.
- Prepares periodical reports on various aspects that aid financial decision-making.
- Implements and adheres to various compliance regulations.
- Implements procedures to improve various financial processes.
- Executes work pertaining to audits, compliances and all other legal/statutory regulations including those of IIIT-H.

**Skills**

- An aptitude for accounting data and calculations
- Well organized, sensitive to handling confidential information and detail-oriented
- Team player with good interpersonal skills
- Proficient in MS Office
- Capable of effectively managing multiple tasks
- Good written and verbal communication skills

**Type of Role:** 1 regular position with 3 years contract which may be renewed based on performance and Institute’s needs.

**Pay:** Commensurate with experience as per Institute’s pay scale.

**Apply with your detailed resume & Position Name in Subject Line to** [recruitment@iiit.ac.in](mailto:recruitment@iiit.ac.in)