



| | |
|------------------------------------|--|
| About IIMB | The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance. |
| Industry/Service | Higher Education |
| Post/Job Title | Associate Manager – Finance and Accounts |
| No. of vacancies | 02 Position 1: Focus on compliance matters along with regular F&A operations Position 2: Focus on UG Campus operations along with compliance & audit function |
| Job Role | The incumbents are expected to contribute to strengthening the systems and processes in Direct and Indirect Tax Compliances, Monthly Closure, MIS, budget and budgetary controls, financial analysis & projections, planning etc. |
| Job Type | Contractual – non-teaching |
| Principal Role & Responsibilities | <ul style="list-style-type: none">• Handle accurate and timely preparation and filing of all applicable Direct Tax returns (Form 10, 10B, 10AB, 10BD, 15CA / 15CB, Income Tax Return, e-TDS returns, etc)• Prepare, review and ensure timely filing of all required monthly and annual GST Returns (GSTR-1, GSTR-3B and GSTR-9) in a timely manner; Maintain accurate and organized records of all GST Related transactions• Monitor and respond to tax notices from various tax authorities.• Identify opportunities to automate and streamline tax processes and leverage technology to improve efficiency, accuracy and risk management within the tax function• Manage UG Campus financial activities – which includes cash flow, reconciliations, ledger accuracy, compliance and risk management, budgetary support, MIS, etc• Ensure accurate verification, compliance checks and timely processing of RA bills related to construction projects at the UG campus.• Handle Accounts Payable and Accounts Receivable processes and related compliances (procure to pay and record to report) which include,• General Ledger controlling and reconciliations.• Compilation of budgets, variances and preparation of related MIS reports• Support in the finalization of accounts and in handling CAG audits and other audits• Support the proposed ERP implementation for student modules.• Support to Payroll function• Any other work assigned from the department/institute from time to time. |
| Key Skill and Ability Requirements | <ul style="list-style-type: none">• Proven experience of handling GST and Income Tax compliances is mandatory• Keep abreast of changes in regulatory requirements and update Institute's policies to maintain compliance.• Strong Analytical and Planning skills Audit, and compliance processes across the Institute.• Have strong analytical and problem-solving skills with attention to detail• Ability to work under pressure and meet strict deadlines• Experience in working in an ERP environment-preferably Oracle Fusion/People Soft and possesses advanced excel skills.• Excellent interpersonal and communication skills and have strong people management skills.• Supervise, mentor and provide guidance and training to junior staff• Knowledge of public procurement policies, GFR, GeM etc.• Ability to collaborate with internal stakeholders and should have ability to work effectively with members of the staff and faculty. |



| | |
|---|--|
| Qualification and Personal Profile | <ul style="list-style-type: none">• Candidate should have bachelor's degree in commerce and should be a CA / ICWA Inter• Candidates' experience requirement should be a minimum of 7 years of experience handling the above roles and responsibilities.• Prior experience in managing statutory compliance within an industry, PSU, government organization, or similar autonomous institutions of higher education is highly preferred. |
|---|--|

Interested candidates may fill the application using the link: [here](#)

The closing date for applications is 16th January 2026. Only shortlisted candidates will be intimated. It is mandatory to fill in all fields and the following documents are required to be uploaded while submitting the application.

- 10th & 12th Marksheets.
- Graduation – All semester wise Marksheets & Final Degree/ Graduation Certificate.
- Post-qualification experience– All semester wise Marksheets
- All experience letters.
- Recent 3 months' payslips or 3 months' income proof.
- If you have undergone any training, kindly attach the training certificates.

Applications without these documents will be treated as incomplete and will not be considered.