



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	Project Executive – Finance & Accounting
Job Role	The incumbent is expected to process BRS, AP, AR MIS, budget and budgetary controls,
Job Type	Contractual – non-teaching
Principal Roles Accountabilities & Responsibilities	<ul style="list-style-type: none">• Ensure accurate reconciliation of the Institute's Bank accounts with ledgers on daily basis and preparation of timely reconciliation reports for management review and audit purposes.• Processing RA bills for payment pertaining to construction project at UG Campus• Support Accounts Payable and Accounts Receivable processes and related tasks including reconciliations• Preparation of invoices, monitoring of Accounts receivables and confirmation of balances• Maintenance of budgets, variances and preparation of related MIS reports• Reconciliation of data between various ERP modules (Procurement / Student / Human Resources, etc)• Employee expenses and advance management• Any other work assigned from the department/institute from time to time.
Key Skill and Ability Requirements	<ul style="list-style-type: none">• Have strong accounting and bookkeeping skills.• Have working knowledge of direct and indirect tax compliance requirements (GST/TDS/labour cess etc.)• Experience in working in an ERP environment-Oracle Fusion/People Soft and possesses advanced excel skills• Excellent interpersonal and communication skills and have strong customer service orientation.• 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.• Candidates' experience requirement should be a minimum of 4 years of experience handling the above roles and responsibilities.• Experience in Industry/PSU/Government/Similar autonomous institutions of higher education is highly desirable.

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.
- 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.