



## IIT Mandi Catalyst

A Section 8 Non-Profit Company  
iitmandicatalyst.in | 01905-267926

IIT Mandi Campus, Himachal Pradesh-175005, India

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### Current Job Opening - Junior. Associate- Finance & Accounts

IIT Mandi Catalyst, A Technology Business Incubator

**Last Date for Application: October 8, 2021**

*Launched in 2016, IIT Mandi Catalyst is the first Technology Business Incubator (TBI) in the state of Himachal Pradesh. Supported by the Department of Science and Technology [GoI], HPCED, and Meity, Catalyst provides incubation support to technology-based startups focused on creating value and impact in the economic and/or social sector. IIT Mandi Catalyst is looking for an enthusiastic and resourceful individual to be part of our growth story. Catalyst offers a unique set of opportunities for creativity, dynamism, and career growth.*

**1. Designation:** Junior Associate | **Location:** IIT Mandi Campus | **Functional Role :** Finance & Accounts

**Job Description:** The person in this role will assist in handling and maintaining paperwork relating to processing payments/invoices, preparing financial records and reports, and reconciling bank statements.

**Key responsibilities include, but are not limited to:**

1. Recording day-to-day financial transactions in Journal
2. Maintaining and managing records of financial transactions
3. Preparing and maintaining purchase orders, invoices, and payment orders
4. Preparing financial statements, reports, utilization certificates
5. Conducting reconciliation of banking transactions
6. Coordinating internal and external audits
7. Analyzing financial information in order to identify discrepancies
8. Performing such other duties as required as per the needs of the company

**Essential Qualifications**

1. Bachelor's degree in Commerce/Management. A Master's Degree is preferred.
2. Minimum 1 year of relevant hands-on accounting experience. More experience is preferred.

**Essential Skills**

1. Proficiency in computer applications such as word, excel, PowerPoint.
2. Functional knowledge of accounting software Tally.



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**Remuneration:** Compensation will range between INR 15000-INR 25000 per month based on relevant experience and suitability/fit. Suitable shared hostel accommodation on campus may be provided to the outstation candidates, based on availability, and on a paid basis.

Apply here: <https://iitmandicatalyst.typeform.com/to/jVN40o0e>

### Terms and Instructions

- Only shortlisted candidates will be contacted/informed through email.
- Catalyst reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or part without assigning any reason. The company also reserves the right to place a limit on the total number of candidates to be called for the selection process. The decision of the company in this regard will be final.
- Documentary evidence in support of all educational and professional qualifications will be required to be produced when specified.
- The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
- If it is found at a later date that any information given in the application is incorrect/false the candidature/ appointment is liable to be cancelled/terminated.

### About IIT Mandi Catalyst

Launched in 2016, IIT Mandi Catalyst is the first Technology Business Incubator (TBI) in the state of Himachal Pradesh. Catalyst offers a startup destination that is peaceful yet vibrant, low cost and yet hi-tech, and sans long commutes - probably the best place to put minds to ideas. Supported by DST [GoI], HPCED, Vishal Bharat Comnet, Chennai, and MeitY, Catalyst supports technology-based startups focused on economic and/or social impacts. IIT Mandi Catalyst is a Section 8 non-profit company and hence a separate legal entity from IIT Mandi.

Since its inception in 2016-17, Catalyst has received over 1200 startup applications and supported more than 160 of them. Currently, Catalyst has a portfolio of more than 60 startups in sectors that include renewable energy, road safety, disaster management, agrotech, edutech, ad-tech, health-tech, travel management, and others. Catalyst also focuses on enabling technology-based solutions for economic and social problems facing the Himalayan region. We maintain a co-work office space facility for startups. Residential facilities are also provided to startups based on availability. Other than regular training and mentoring for startups, Catalyst



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hosts the annual event titled '**Himalayan Startup Trek**', a two-day event that attracts startups, investors, and experts in large numbers from across India.

**Website:** [www.iitmandicatalyst.in](http://www.iitmandicatalyst.in)

**Facebook:** <https://www.facebook.com/iitmandicatalyst/>,

**LinkedIn:** <https://www.linkedin.com/company/13298508/>

For any questions, email us at [iitmandicatalyst@gmail.com](mailto:iitmandicatalyst@gmail.com)

Read more about us on [iitmandicatalyst.in](http://iitmandicatalyst.in)