

Position: Officer Finance**Position Code: MII-FO-01****Number of Positions:** 1 (one)

Duration: Biotechnology Industry Facilitation Cell Program Management Unit (PMU) for Make In India is set up by the Department of Biotechnology (DBT) at BIRAC. This position is purely temporary (on contractual basis) and co-terminus with the project. The present duration of the project is up to March 2026.

Consolidated Remuneration: Between Rs.60,000/- to Rs.2,10,000/- Lump sum per month depending on Qualifications and Experience.

Job Description: National Mission Program - Make in India (MII) for Biotech sector is led by DBT and supported by BIRAC since 2015. The PMU undertakes policy advocacy, data research and analysis, stakeholders' consultations and provides strategic inputs. It supports Biofoundry/ Biomanufacturing initiative. The Project Development Cell, Investment Clearance Cell for biotech sector set up under this PMU will work closely with Invest India & DBT for the growth of the Bioeconomy and Biotech Innovation ecosystem of the country. The selected person will support overall finance and accounting requirements; and fund flow management of the Make in India PMU while working closely with BIRAC's Finance & Accounts Department.

Reporting: The person will be reporting to Mission Director – MII

Key Responsibilities:

- Oversee accounting activities including processing financial concurrence, release of payment, Monitoring receipts, preparation of UC-SOE.
- Prepare Budget, review and report variance.
- Fund flow management.
- Coordinating monthly, quarterly, half yearly and annual closing activities.
- Financial due diligence of projects.
- Maintain and review grant registers, financial closure of completed projects.
- Coordinate with partners, BIRAC's Finance and Accounts.
- Any other work assigned as per requirement

Essential Qualifications:

B.Com with MBA (Finance)/ PG Diploma (Finance) from a recognized Institute.

Desirable qualifications:

CA/ ICWA/ M. Com from a recognized Institute.

Strong written and oral communication skills

Experience: Minimum 2 years of work experience in Finance & accounts department of private / public sector/government organization handling finance, planning, budgeting, preparation of financial statements etc.

Desirable: experience in handling public funds, Public Private Partnerships projects, Government procurement, Tenders, etc.

Age Limit: 30 years as on closing date of vacancy.