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| <p><b>Position:</b> Finance Officer <span style="float: right;"><b>Position Code:</b> MII-FO-03</span></p> <p><b>No. of Position:</b> 02 [Two]</p> <p><b>Consolidated Remuneration:</b> Between Rs.60,000/- to Rs.2,10,000/- Lump sum per month depending on Qualifications and Experience</p> <p><b>Job Description:</b> To coordinate and implement all matters relating to Accounts, Finance and Procurement.</p> <p><b>Tenure:</b> 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 September 2026.</p> <p><b>Reporting:</b> The person will be reporting to Mission Director – MII.</p>  |   |
| <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Oversee the daily accounting activities required to maintain the general ledger.</li> <li>▪ Maintain organized set of detailed records and files to document financial transactions.</li> <li>▪ Resolve all accounting and financial issues concerning PMU.</li> <li>▪ Review general ledger on a monthly basis to ensure accuracy of posting and generate the monthly reports.</li> <li>▪ Coordinate monthly, quarterly, half-yearly and annual closing activities.</li> <li>▪ Produce quarterly and annual financial statements and financial reports.</li> <li>▪ Make and implement recommendations to improve accounting process and procedures.</li> <li>▪ Coordinate closely with Finance &amp; Account.</li> <li>▪ Understand personal and team role and responsibilities.</li> <li>▪ Maintain records relating to procurement.</li> <li>▪ Maintain inventory of items procured for PMU.</li> <li>▪ Coordinate all administrative and logistic matters.</li> </ul> | <p><b>Essential Qualifications:</b> M. Com / MBA (Finance) from a recognized and reputed institute.</p> <p><b>Desirable qualifications:</b> Chartered Accountant.</p> <p><b>Experience:</b> Post Qualification, minimum 2 years of experience in financial management, accounts / administration on finance / account and procurement in a private / public sector/ Govt. Organization.</p> <p><b>Age Limit:</b> 30 years as on the date of closing of application.</p> |