

Venture Center

-- Seeding Tomorrow's Enterprises Today --

Job Opening: Accountants Executive

The Venture Center is a technology business incubator specializing in technology enterprises offering products and services exploiting scientific expertise in the areas of materials, chemicals and biological sciences & engineering. Venture Center strives to nucleate and nurture technology and knowledge-based enterprises by leveraging the scientific and engineering competencies of the institutions in the Pune region in India. The Venture Center is the trademark of Entrepreneurship Development Center, a not-for-profit company based in Pune.

Required profile of candidate: Person with competency in accounts. BCom or MCom degree with minimum 1 year relevant work experience is desirable. Good understanding of English. Person should be pro-active, enthusiastic, hard working with strong work ethics. Willingness to imbibe the work culture of the Venture Center, high levels of ethical conduct, humility and willingness to learn essential.

Detailed job responsibilities: The following list indicates a range of anticipated job responsibilities:

Categories	Responsibilities
Finance and accounts	Manage internal accounting systems in Tally and related procedures Banking, payments (both cash and cheque), preparation of receipts Income tax/ TDS/professional tax/service tax compliance etc Assist in preparing reports for funding agencies Interface with Internal Auditor; Contract management with CA Interface with External Auditor; Contract management with CA Payroll and billing Renewal of government registrations and approvals (Professional tax, Service tax, Shop act, Tax exemption, Section 80G, FCRA)
Company affairs	Board meetings and related documentation (minutes, notices etc) Compliance with company law; Filing returns etc; Keeping records Interface to Company Secretary; Contract management
Procurement and records	Preparation of purchase agreements and contracts Asset records and material flows
Others	Other tasks as requested from time to time by the GM/MD.

Working hours: 9-5.30 pm, (Monday –Saturday).

How to apply: Submit your resume via email to [hr\[at\]venturecenter.co.in](mailto:hr[at]venturecenter.co.in) expressing your interest in the job.