

Jaipuria Institute of Management

Job Description

Job Title: Accounts Deputy Manager

Location: Jaipuria Institute of Management, Noida & Lucknow

Reports to: Campus Director and Finance Head

Department: Accounts and Finance

Position Overview

The candidate will be responsible for overseeing the entire spectrum of financial and accounting operations at Jaipuria Institute of Management, Noida and Lucknow campus. This includes financial reporting, compliance, budgeting, receivables and payables management, statutory adherence, audit facilitation, and ensuring sound financial practices in alignment with organizational policies. The role demands strong coordination with internal stakeholders and the Head Office Finance team while upholding the highest standards of integrity and transparency in financial management.

Key Responsibilities

Financial Accounting and Reporting

- Manage day-to-day accounting operations and ensure accurate and timely financial statements and reports.
- Supervise preparation and maintenance of all financial records as per accounting standards and institute guidelines.
- Ensure monthly, quarterly, and annual closing of accounts with zero errors and within deadlines.
- Prepare MIS reports and financial dashboards for the Campus Director and CFO for decision-making.

Receivables and Payables Management

- Oversee billing, collection of fees, and reconciliation of receivables.
- Ensure timely payment to vendors, faculty, service providers and maintain strong vendor relationships.
- Monitor ageing of receivables and initiate appropriate follow-ups.

Budgeting and Cost Control

- Assist Campus Director in preparation of annual budgets.
- Monitor budget variances and ensure cost control measures are implemented.
- Provide periodic variance analysis and recommend corrective actions.

Statutory Compliance and Audit

- Ensure compliance with applicable statutory requirements including GST, TDS, Income Tax, and PF/ESIC where applicable.
- Coordinate with statutory, internal, and government auditors for smooth conduct of audits.
- Prepare audit schedules, reconcile queries and implement audit recommendations.

Process and Systems Management

- Ensure adherence to institutional accounting policies and processes.
- Continuously review and improve accounting processes to enhance accuracy and efficiency.
- Support implementation of financial systems, ERP and automation initiatives.

Team Management and Coordination

- Lead and mentor the accounts team at the campus.
- Foster a culture of accuracy, accountability, and service orientation within the accounts department.
- Liaise with HO finance and administration departments for alignment on group-level financial matters.

Key Competencies and Skills

- Strong knowledge of Accounting Standards, Income Tax, GST and other statutory provisions.
- Analytical ability and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work under pressure and meet deadlines.
- Proficiency in Tally ERP, MS Excel, and financial management systems.
- Leadership ability to manage a team and coordinate with cross-functional departments.

Qualifications and Experience

- Chartered Accountant (CA) or Cost Accountant (CMA) preferred.
- MBA (Finance) / M.Com with strong experience will also be considered.
- Minimum 7-15 years of experience in accounts and finance function, preferably in education or the service sector.
- Experience in managing audits, compliance and team leadership.