



# INSTITUTE FOR DEVELOPMENT AND RESEARCH IN BANKING TECHNOLOGY

(Established by Reserve Bank of India)

Advertisement No: 20 /2024 – 25

Date: January 31, 2025

## Recruitment for Finance Officer – Chartered Accountant

**IDRBT - The Institute** (<https://www.idrbt.ac.in/about-idrbt/>):

The Institute for Development and Research in Banking Technology (IDRBT), was established by the Reserve Bank of India in 1996, as a Society under the Society Registration Act as a non-profit entity. The Institute became financially independent since 2004. The aims and objectives of IDRBT is governed by the Governing Council (GC) and is the apex body at IDRBT.

The institute is a premier Institute for adoption and absorption of emerging technologies in the Financial Sector. The Institute spearheads efforts in providing state-of-the-art Digital Public Infrastructure and Product Development for public good through applied Research, Executive Education, Consultancy, etc.

**As a “Focused Drive”, Talented women looking to restart their careers after a break for family growth and sustenance will be given due consideration.**

### **Opportunity for Skill Development**

The prospective candidate will have opportunities to learn on the job and also can hone their functional skills and expertise in various areas of specialization. The Institute offers a variety of Executive Development Programmes for Banking and non-banking sector executives. It has six Research Centers for various emerging technologies and labs, provides a platform to Ph.D. students for conducting research on niche technologies and their applications in industry. These experiences provide an unbeatable platform to build and augment career because of the sheer variety of work being done at IDRBT.

### **Position: Finance Officer – Chartered Accountant**

We are looking for a highly skilled and detail-oriented Chartered Accountant (CA) to oversee our financial operations, ensure compliance with tax and regulatory requirements, and support strategic financial planning. The ideal candidate should form an independent, fact-based view of the resources, support structures, and activities that the Institute has in place to create value. She/he should be constantly looking for ways to create more value for the landscape of the future—not the present by committing to innovation and digital transformation for all functions of the Institute. Communicating in a way that everyone can understand means avoiding financial jargon, importantly also avoiding over- simplification.

i. **Designation** : Finance Officer (will change appropriately as per responsibilities)

ii. **Job Location** : Hyderabad

iii. **Compensation:**

- Annual CTC, will be negotiable based on the skills, experience, orientation and broader outlook.
- Other benefits will be provided as per the Rule of Institute.

iv. **Term of the Employment:**

Appointment will be on full-time contract basis initially for a period of three years, extendable further. The annual performance of the appointees would decide the continuance of the Contract. The contract will be terminable with a notice period of one month from either side after initial three months of probation period.

v. **Eligibility:**

**A. Educational Background:**

- Chartered Accountant (CA) from the **Institute of Chartered Accountants of India (ICAI)**.
- **Desirable:** Additional qualifications like **CFA, CS, MBA (Finance)** will be an added advantage.

**B. Experience:**

- **5+ years** of experience in finance, accounting, taxation, and compliance.
- Preferably in the **IT/software industry, or financial services sector**.

**Technical Skills:**

- Strong knowledge of GST, TDS etc.
- Experience with financial ERP systems (Tally, QuickBooks, Zoho Books, SAP, Oracle Financials, etc.).
- Hands-on experience in financial reporting, MIS, and auditing.

**Soft Skills:**

- Excellent analytical, problem-solving, and decision-making skills.
- Strong communication and ability to interact with senior management and stakeholders.
- Detail-oriented with high integrity and ethical standards.

**C. Responsibilities:**

**a. Financial Accounting & Reporting:**

- Maintain and oversee financial records, ensuring accuracy and compliance.
- Prepare and review financial statements, balance sheets, cash flow reports, etc.

**b. Taxation & Regulatory Compliance:**

- Handle GST, TDS, and other statutory filings within deadlines.
- Manage tax planning and optimize tax liabilities.

- Ensure filings, compliance, and annual returns in terms of Bye laws and MoU on time.

**c. Audits & Internal Controls:**

- Oversee internal audits, Coordinate with external auditors for statutory and tax audits.

**d. Budgeting, Forecasting & Financial Planning:**

- Develop and manage budgets, forecasts, and cost analysis.
- Implement strong internal financial controls and compliance mechanisms.

**e. Banking & Fund Management:**

- Manage banking operations, Liaise with banks investment management.
- Monitor vendor payments, receivables, and reconciliation processes.

**f. Payroll & Expense Management:**

- Oversee payroll processing, employee taxation, and benefits management.

**vi. Last Date to Apply: 02<sup>nd</sup> March, 2025.**

Interviews of first batch of shortlisted candidate will commence from February 10<sup>th</sup>, 2025.

**Rules and Regulations**

1. All the above positions are on contract basis.
2. There will not be any absorption or regularization for the candidates on boarded by the Institute through this web notice. A separate advertisement/web notice will be published for regular appointment in IDRBT.
3. The preliminary assessment for candidature and suitability will be on the strength of the information submitted in the Application form.
4. Candidates fulfilling the eligibility criteria would be called for participation in the selection process which may involve online/in-person interaction.
5. In all matters regarding the appointment process, the decision of the Institute shall be final. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of Offer letter, the Institute reserves the right to modify / withdraw / cancel any communication made to the candidates.
6. Interested candidates may submit their candidature through the prescribed application form along with CV, photograph and a cover letter highlighting why their candidacy should be considered for the advertised position. The Cover Letter shall be addressing to "The HR Department, IDRBT, Castle Hills, Road No.1, Masab Tank, Hyderabad – 57".

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