

Opening for Executive (Finance Documentation)

Last Date to Apply: 25th April, 2026, or until the position is filled.

IIT Mandi Catalyst is looking for an enthusiastic and resourceful individual to be part of our growth story. Catalyst offers a unique set of creativity, dynamism, and career growth opportunities.

IIT Mandi Catalyst, the first Technology Business Incubator (TBI) in the state of Himachal Pradesh, is a non-profit Section 8 company established at the Indian Institute of Technology Mandi (IIT Mandi). The incubator was set up with the initial support of the Department of Science and Technology (DST), Government of India, and has since received continued support from several key government bodies including the Ministry of Electronics and Information Technology (MeitY), Biotechnology Industry Research Assistance Council (BIRAC) under the Department of Biotechnology (DBT), Startup India under the Department for Promotion of Industry and Internal Trade (DPIIT), and the Department of Industries, Government of Himachal Pradesh under the Startup Himachal initiative. IIT Mandi Catalyst has also been selected as an Established Incubation Centre (EIC) by the Atal Innovation Mission (AIM), NITI Aayog, and receives support from various CSR partners. With a mission to strengthen the startup ecosystem in the Himalayan region and across the country, the incubator focuses on nurturing deep-tech and engineering-driven startups.

To know more, visit our website: www.itmandicatalyst.in

Job Title	Executive(Finance Documentation)
Location	Mandi, Himachal Pradesh
Company	IIT Mandi Catalyst
Employment Type	Full-Time (Onsite)
Remuneration	As per industry norms and candidate experience.
Application through	Application links provided in the advertisement

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Key Responsibilities

- Maintain and manage all documentation related to startups, founders, agreements, schemes, and incubation programs.
- Prepare, format, and review official documents, reports, agreements, and letters.
- Maintain structured data records in Microsoft Excel and Google Sheets.
- Create and manage MIS reports, trackers, and dashboards.
- Ensure proper filing and digital archiving of documents.
- Coordinate with internal teams for data collection and verification.
- Support financial documentation such as invoices, payment records, utilization reports, and basic accounting records.
- Assist in preparing financial summaries and reports as required.
- Ensure accuracy, confidentiality, and compliance in all records.

Required Skills

- Strong expertise in **Microsoft Word and Excel**.
- Proficiency in **Google Sheets and Google Workspace tools**.
- Good understanding of **data management and reporting**.
- Basic knowledge of **finance and accounting processes**.
- Strong attention to detail and organisational skills.
- Ability to handle multiple tasks and meet deadlines.

Essential Qualifications

Education & Qualifications.

- Bachelor's degree in Commerce/Master's degree in Commerce,/ Management in Finance, or related field.
- Formal training or certification in Microsoft Office (especially MS Word and MS Excel).
- Certification in Advanced Excel, MIS, Data Management, or Google Workspace, Tally will be an added advantage.
- Basic knowledge or coursework in Accounting or Finance is preferred.
- Candidates may be required to undergo a **skills and knowledge assessment test** to evaluate their suitability for the position.
- Minimum 55% marks in Accounting are required.

Experience

- Relevant skills and domain knowledge are required as per the position:
- Executive: Minimum **2-3 years**

Preference for candidates with experience in:

- Experience in data management, MIS reporting, or financial record keeping within an incubation centre, accelerator program, or startup ecosystem.
- Exposure to managing documentation related to startups, funding records, agreements, and compliance requirements.
- Familiarity with financial documentation, budgeting support, utilisation certificates, grant management, or investor reporting.
- Understanding of investor documentation, fund tracking, and stakeholder reporting processes will be an added advantage.

Terms/Instructions:

1. *Only shortlisted candidates will be contacted/informed through email/phone.*
2. *Catalyst reserves the right to fill up the post, not to fill up the post, or cancel the advertisement in whole or partly without assigning any reason. The company also reserves the right to place a limit on the total number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.*
3. *Documentary evidence of all educational and professional qualifications will be required to be produced when specified.*
4. *The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.*
5. *If it is found later that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.*
6. *The applicants will be considered till the post is filled.*

Note: All applications should be routed through the application link provided at the top of the advertisement. Email us only in case of questions.