



## AgHub calls for Admin & Finance Executive

AgHub, the first of its kind Agri Innovation Hub operating in a Hub & Spoke Model, is an incubator for supporting Agritech startups and entrepreneur's in Agriculture, Agribusiness & Rural livelihoods. Ag-Hub calls for a Admin Executive with experience in the areas of Admin & Financial coordination, Account management, updating of books and financial records.

- **Essential Qualification & Experience:**
  - The Applicant should have Post graduate with an M.B.A in (Finance/ M.Com) with min. 55% or equivalent marks in the relevant PG degree. The candidate should have at least five years of working experience in the field of finance and administrative activities.
- **Desirable:**
  - Prior experience of working for the incubators/ Govt. /Semi Govt. Sector, Public sector institution. The candidate should have good communication skills, with knowledge of MS office and accounting software's and procedures. Candidates who have worked in the Agribusiness Industries with demonstrated experience in handling admin and finance activities would be preferred.

The candidate should be a team player, with age not exceeding 40 years, as on 31<sup>st</sup> Dec 2020.

- Key Functions of Admin & Finance Executive at Ag Hub
  - Manage Finance and Admin related Operations.
  - Account Management for various fund accounts.
  - Financial Book and Record Keeping.
  - Administrative coordination's & managing other key meetings.
  - Timely Submission of mandatory Compliances of Ag Hub
- Roles & Responsibilities of Admin & Finance Executive
  - Manage the day to day financial & Admin Coordination's.
  - Support to the Finance and Admin team for the issues related to accounts, book keeping etc.
  - Preparation of Financial Records/UC's to funding agencies and Donors.
  - Team Coordination for various financial and Admin related functions.
  - Creation of Financial MIS and Financial performance of the incubator.



- Designation, Reporting, Job Location, Nature of Engagement & Compensation
- Designation: titled as Admin & Finance Executive
- Reporting to: CEO of Ag Hub.
- Job location: Hyderabad (Requires travel as per Operational & Business requirements).
- Nature of Engagement: Full time, Co-terminus position with Ag Hub.
- Compensation Band: Min.30,000- 40,000/- INR per month, negotiable for highly deserving candidates as per job fit depending on work experience.
- How to Apply:
  - Share Resumes- Eligible Candidates may share their Resumes along with their detailed bio-data and carry copies of their qualifications and experience and one passport size photograph at [careers.aghub@gmail.com](mailto:careers.aghub@gmail.com)
  - Shortlisting of Resumes- Candidates would be shortlisted based on candidature and suitability for managing the rural innovation spokes of the incubator.
  - Personal Interview- Interview (Walk-in/ Online) would be held for the shortlisted candidates tentatively during second or third week of January, 2021. Shortlisted candidates for PI will be intimated through email.

\*No TA/DA is admissible for attending the interview. AgHub reserves the right to fill or not to fill the post mentioned above without assigning any reason(s).

**Note:**

- ✓ Canvassing in any form or bringing outside influence will disqualify the candidates for being considered for the position.
- ✓ All correspondence for interview will be sent via email only.

[End of Document]