

Dt : 30.09.2026

### **Administrative Position - Accounts Executive**

IIRM is a leading Business School in Hyderabad, a Joint Initiative of IRDAI and the Government of Telangana. The Institute, recognized by AICTE, has its own Residential Campus located in the Financial District and offers several programs leading to a 2-year PGDM in the areas of Insurance, Risk Management, Finance, Marketing, HRM, Business Analytics and Post Graduate Diploma in Actuarial Science.

Applications are invited for the post of **Accounts Executive**. Persons with B.Com. / M.Com. / MBA (Finance) qualifications having 7 years or more experience in the relevant field are welcome to apply. Preference will be given to candidates located in and around Hyderabad, and who have experience working in an educational Institution.

The job profile of the post is as follows:

**Responsible for all day-to-day financial transactions, having knowledge in Tally software, preparation of financial statements, coordinating with the internal and external auditors, addressing the audit observations, supervising the maintenance of stock registers, records. Filing of GST, Tax returns, EPF filing and other statutory filings and compliances. Corresponding with the external authorities for the matters related to State/ Central wages (outsourcing services), EPF authorities for any issues and other statutory bodies as required from time to time.**

The selected candidate will be offered appointment on a contract basis for one year from the date of joining and will receive a consolidated pay of Rs. 40,000/- to 50,000/- per month based on the experience and last drawn pay (CTC). After completion of one year period, the contract may be extended or placed on a regular scale depending upon the performance. Interested persons can send their CV by email along with a passport-size photograph and supporting documents, addressed to :

The Senior Administrative Officer  
Institute of Insurance and Risk Management  
Financial District, Gachibowli, Hyderabad-500 032  
Tel : 040 - 2300 0005 ; email : [careers@theiirm.ac.in](mailto:careers@theiirm.ac.in)

The applications should reach us by **Monday, 12<sup>th</sup> October 2026**. Applications received after this date will not be considered. The shortlisted candidates will be called for an interview with the Selection Committee. The position will be decided by the Selection Committee after interacting with eligible and interested applicants.

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