

Applicants are required to appear for **Virtual Interview** with prior intimation to hr@kiht.in before **23rd February 2026**. Kindly send your profile with educational certificates, pay-slips for the recent three months, experience certificates and other documents. Shortlisted Applicants will be intimated over email with interview dates (**04.03.2026, 05.03.2026, 06.03.2026 and 07.03.2026**) along with the virtual link on or before **2nd March 2026**.

Assistant – Financial Services & WTC

Terms of Reference:

1. To execute and manage fundraising initiatives and maintain investor relations in alignment with organizational KPIs.
2. To develop customized financial models for startups and provide strategic financial advisory.
3. To liaise with banks and financial institutions for working capital funding and debt facilitation for eligible startups.
4. To conduct startup assessments using structured methodologies (e.g., SWOT, PESTLE) and deliver actionable advisory reports.
5. To support the operations of WTC Vizag, including facility management, vendor coordination, and stakeholder engagement.
6. To identify prospective investors, banking partners, and collaborators using CRM and research tools.
7. To assist in negotiation and closure of investment and loan agreements.
8. To oversee due diligence activities, compliance monitoring, and financial documentation.
9. To support budgeting, vendor onboarding, MoU drafting, and reporting for WTC Vizag.
10. To document all processes, maintain audit trails, and contribute to quarterly KRA reviews.
11. To maintain databases, financial records, and compliance reports for internal and external audits.
12. To undertake any additional assignments related to financial or operational management as directed by reporting authorities.

Eligibility:

1. MBA/PGDM in Finance, Business Administration, or a related field. Candidates with exposure to startup advisory or financial consulting will be preferred.
2. Minimum 5 to 10 years of experience in fundraising, financial modelling, bank liaison, or operational strategy roles.
3. Proficiency in Financial Modelling, Fundraising Strategy, Loan Structuring, and Startup Advisory services.
4. Experience with tools like Excel (advanced), Power BI, CRM systems (e.g., Salesforce),

ERP platforms, and financial databases.

5. In-depth understanding of startup ecosystems, venture capital, private equity, banking norms, and government financing schemes.

Experience working with innovation clusters, accelerators, or operational leadership roles will be an added advantage.

6. Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), data visualization tools, and cloud-based documentation systems.

7. Excellent oral and written communication in English; ability to present financial insights, pitch ideas to investors, and interact with government/private stakeholders.

8. Team spirit, agility, leadership, decision-making ability, time management, and problem-solving skills.

9. Capable of managing multiple tasks with efficiency and working independently under tight deadlines.

10. Should maintain confidentiality, discretion, and uphold ethical standards in all dealings. Flexible to meet organizational needs.

11. Willingness to travel across locations for meetings, conferences, and stakeholder visits.

12. Age Up to 40 years.