



Science Gallery Bengaluru (SGB) is a not-for-profit public institution for research-based engagement targeted at young adults. We work at the interface between the human, natural and social sciences, and engineering, arts and design through a Public Lab Complex, ever-changing exhibitions, and mentorship programmes.

Asia's first and India's only member of Science Gallery International, SGB works on a range of themes that are central to the concerns of young adults. The Gallery's public engagement model moves beyond just participation, and towards proactive involvement through ever-changing exhibitions, programmes, and public events consisting of research-based engagements led by artists and scholars from diverse backgrounds.

SGB is established with the founding support of the Government of Karnataka and three academic partners - Indian Institute of Science, National Centre for Biological Sciences, and Srishti Institute of Art, Design and Technology. It is a member of the Global Science Gallery Network with sister galleries in Atlanta, Dublin, London, Melbourne, and Monterrey.

Our mission is to 'bring science back into culture' by:

- **Empowering Young Adults** through our **Mentorship Initiatives** that encourages non-evaluative, self-motivated, hands-on learning. We provide exposure to research practices and nurture future research pioneers and active citizens.
- **Open Research** at our **Public Lab Complex** that encourages open-ended experiments through collaborations for young adults and experts. We provide access to research tools and outcomes outside institutional walls to catalyse antidisciplinary thinking and intergenerational co-inquiry.
- **Shaping Culture** with our **Public Engagement** and **Community Initiatives** that contribute to building a society with critical appreciation for the rigour of science, an ability to ask good questions, and participate in better informed public debates.

#### SCIENCE GALLERY BENGALURU

A Section-8 Not-For-Profit Private Limited Company  
CIN: U92419KA2015NPL083911  
GST: 29AAWCS6875L1Z0

#### Registered Office Address:

National Centre for Biological Sciences, GKVK Campus,  
Bellary Road, Bengaluru, Karnataka 560065, India

**Founding Partner:** Government of Karnataka

**Lead Academic Partner:** Indian Institute of Science

**Collaborating Partners:** National Centre for Biological Sciences  
Srishti Institute of Art Design and Technology

<https://bengaluru.sciencegallery.com>

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## Job Description

<b>Job Title</b>	Open Rank Manager/Senior Manager/ Head of Administration and Finance
<b>Nature of Employment</b>	Full-time, Probation - 6 months
<b>Reporting to</b>	Executive Director, Science Gallery Bengaluru
<b>Location</b>	Science Gallery Bengaluru, Bellary Road (next to IVRI)
<b>Work Hours</b>	Tuesday to Saturday; we are a small team of an institution in the establishment phase and therefore looking for people who are able to work flexibly. Late-nights, holiday and weekend work may be required.

### Job Summary

The Administration and Finance Senior Manager will be responsible for providing administrative, operational, and financial support to the SGB office. They will oversee compliance requirements across the institution and provide reports to the stakeholders, including the SGB Management and Board of Directors, members, funders and the government. They will be accountable for all internal and external administration audits.

### Key Responsibilities

#### Administration

- Single point of contact for all administrative requirements of all staff members including general office procedures and communication
- Lead the development, implementation, maintenance and enhancement of efficient office systems for effective administration
- Develop a protocol to manage all assets of SGB – images, documents, artwork and other collateral
- Coordinate and monitor the SGB content bank within the SGI toolkit
- Maintain relationships with key suppliers and contractors
- Manage space planning for employees and freelancers working at SGB, both prior to the building completion and after the team moves in
- Ensure compliance with all relevant laws and rules applicable for the establishment and day to day running of SGB

#### Accounts and Finance



- Establishing and enforcing proper accounting methods, policies and principles
- Assist in development and implementation of new procedures and features to enhance the workflow of the departments
- Manage the preparation of the company's budget and financial plans
- Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions
- Produce financial reports related to budgets, account payables, account receivables, expenses, revenue, expenditures, and variance analysis, etc.
- Maintain, update and monitor inventory records
- Oversee financial reports for taxes, regulatory agencies, and other financial groups
- Support in the preparation of grant applications and reporting the progress and utilisation of the grants received
- Liaise with external auditors to ensure successful audit results, compliance, and appropriate monitoring of company finances

#### **Government Liaison**

- Establishing and maintaining a working relationship with key personnel across various government departments, at the centre, state and corporation levels.
- Maintaining schedule and process charts for applications and their requirements and document management
- Coordinating and liaising for permissions, clearances, no-objection-certificates etc., necessary for grants and operations of SGB
- Leading on the completion of documentation and submissions related to the above

#### **Person Specifications**

- A post-graduate degree/diploma in Finance and Accounts is desirable
- 5 to 15 years of work experience in comparable organisations
- Broad knowledge of administrative procedures and compliance requirements
- Should have good interpersonal and communication skills
- Working knowledge of Microsoft Office
- Should be agile and flexible to support a growing organisation

#### **Applying for the post:**

To apply, please send an email to [jobs@bengaluru.sciencegallery.com](mailto:jobs@bengaluru.sciencegallery.com)

- The **subject line of the email must carry the job title** to which you are applying.
- Please attach (1) a **resume** and (2) a brief **covering letter** stating your suitability for the position, keeping in mind the specifications mentioned above. Emails not adhering to the above specifications will be rejected.

#### **Application Deadline**

Applications will be accepted on a rolling basis. Shortlisted candidates will be notified within 2 weeks of application.

#### **Response**



All applications will be considered with respect to the criteria outlined in the person specification. Personal enquiries on application status will not be entertained. No feedback will be provided at any stage of the application. Only short-listed applicants will be contacted via email.