



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

Brief Job Description

Position Title:	Office Assistant/Senior Office Assistant
Reporting to:	Head - Accounts and Finance
Location:	BITS – Hyderabad Campus
Accounts: <ul style="list-style-type: none">• Ensure the efficient processing of all student related financial transactions, notification of payment due dates, payment options and collection of fees.• Ensure the bank and other control accounts are reconciled monthly• Follows up with students regarding delinquent accounts, late fees etc.• Any other activities pertaining to accounts of the institute.	
Payroll: <ul style="list-style-type: none">• Ensure timely completion of payroll process and statutory remittances of all employees.• Compute Taxation as per the provisions of the Income Tax Act and assist and guide employees in their personal taxation.• Facilitate resolving employee queries and support in PF withdrawal, transfer, UAN generation issue of Form 16 etc., in a timely manner.• Provide inputs for preparation of annual salary budget and handle annual payroll audits.	
Educational Qualification:	
B.Com/M.com with work experience in Payroll and any payroll processing software/ERP	
Work Experience and Skills required: <ul style="list-style-type: none">• Candidate should have 3 to 8 years of relevant work experience in Payroll & applicable ERP (preferably People Soft/SAP etc).• Knowledge of taxation rules and PF, ESI & Gratuity.• Database Management and knowledge in Excel.	
Compensation:	
Level 4 (Entry Pay Rs 25,500 Pay)	
Level 5 (Entry Pay Rs 29,200 Pay Salary Rs 3.50 – 4.50 lacs CTC.	



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