



RECRUITMENT NOTICE

BITS Pilani, K. K. Birla Goa Campus invites applications for the position of **Chief Accountant**. The position details are as follows:

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry / Service	Higher Education
Post / Job Title	Chief Accountant
Job Type	Regular, Full time
Reporting to	In-Charge – Accounts & Finance
Will also work very closely with	<u>Key Internal:</u> Deans, Associate Deans, HoDs, Deputy Registrar, ERP, General Administration, HR, Payroll, CPU, ERP teams. <u>Key External:</u> Consultants, Audit Firms
No. of Positions & Job Location	One Position in K.K. Birla Goa Campus
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Ensuring TDS / PF / ESI / GST compliances like payment, returns and certificates.• E-filing of periodical returns as per applicable statute like Income Tax-TDS / GST and others, within stipulated due date and corrections thereof, if any.• Reconciling TDS deducted by vendors with Form 26AS on a quarterly basis.• Posting of payment entries and reconciling bank accounts on daily basis and follow up for unidentified entries.• Managing of funds by parking in Fixed Deposits (FDs) with bank as per best rates available and liquidating them, as per need and maintaining record of FDs held on hand with record of earnings on interest and balance as on date.• Checking and accounting invoices received from construction contractors and processing the payment to them.• Reconciling inter-campus accounts.• Monthly Payroll MIS showing comparative with previous months and reason for deviations.• Reconciliation of student numbers, fee collection from students & scholarships paid to students for each semester.• Ensuring Fixed Asset Schedules are prepared as per statute requirement and updating of the same including disposals and depreciations and other reports,



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	<p>as and when required.</p> <ul style="list-style-type: none">• Preparing financial statements & schedules for statutory audit including any other information and coordinating for smooth conduct of internal & statutory audits.• Preparation of annual budget & Quarterly MIS.• Any other duties assigned by the In-Charge from time-to-time.
Qualification and Personal Profile	CA / ICWA with minimum 3-5 years of post-qualification accounting experience.
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Should have good knowledge & understanding of the Accounting function and of Taxation matters pertaining to Income Tax, TDS, GST, etc.• Should possess excellent IT Skills, should be well versed with MS-Excel, MS-Word and should be able to work in the ERP environment (FSCM, CS, HRMS).• Should have the ability to work independently and as one of a team.• Strong exhibit strong interpersonal and communication skills.• Should be punctual, methodical, organized, self-motivated and result-oriented.• Should be able to multi-task, set and reset priorities with direction or feedback from higher-ups and teammates.• Should exhibit a high degree of ownership, commitment and flexibility, should be able to put in extra hours as per work demands.
Compensation	Suitable candidate will be placed in Level 9 OR Level 8 with a minimum pay of Rs. 53,100/- OR Rs. 47,600/-per month respectively (commensurate with qualification & experience), plus DA and other benefits as per Institute Norms.

Applications in the prescribed format (refer [Employment Application Form](#)) may be submitted along with copies of the testimonials to the office of Dean, Administration within 26-Sep-2021 or it may be emailed to hroffice@goa.bits-pilani.ac.in within the due date.

Dean, Administration