



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

Job Description- Finance Manager, Research Park

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
Job Title and Summary	Finance Manager, Research Park at BITS Pilani Hyderabad campus (1 No) The Finance Manager will be responsible for overseeing the financial and commercial management of Research Park projects and facilities, including procurement coordination, contract administration, bill verification, budgetary control, statutory compliance, cash flow management, financial reporting, audit compliance, and commercial closure of contracts. The role will work closely with the technical teams, contractors, vendors, Central Accounts, and other internal stakeholders to ensure effective financial control, transparency, and optimum utilization of funds.
Job Type	Regular, Full time
Reporting to	Head – Finance & Commercials – BITS Mumbai Campus & BITS Projects
Will work closely	Project Head – Vistaar and other stakeholders.
Principal Accountabilities & Responsibilities	Procurement & Commercial Management - Manage the receipt and evaluation of various bids and quotations and prepare comparative cost statements/charts to support informed decision-making. - Coordinate and facilitate timely negotiations and award of service contracts, rate contracts, and other commercial agreements to achieve optimum cost, quality, and delivery outcomes. - Work closely with the technical team, contractors, Accounts, Procurement, and other internal departments to ensure smooth procurement processes, award of contracts, execution, and payment of bills. - Monitor commercial terms and conditions of contracts and ensure adherence throughout the project lifecycle. Project Finance & Bill Management - Review, check, and verify project bills, contractor invoices, and other claims for accuracy, contractual compliance, and necessary approvals. - Ensure timely processing and payment of approved bills as per contractual due dates. - Coordinate with contractors, project teams, and the Accounts Department to resolve billing discrepancies and payment-related issues. - Monitor project expenditure and ensure appropriate documentation and financial controls. Budgetary Control & Cost Management - Ensure effective budgetary control over project expenditure and monitor spending against approved budgets. - Prepare and review cost reports, expenditure statements, and budget variance analysis. - Identify cost overruns, financial risks, and opportunities for cost optimization and recommend appropriate corrective measures.



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	- Generate periodic cash flow projections and cost reconciliation reports to ensure effective planning and utilization of funds. Statutory Compliance & Audit - Ensure compliance with all applicable statutory, commercial, and tax requirements at the project site. - Coordinate with the Central Accounts and Finance team for timely compliance with applicable taxes and statutory obligations. - Ensure transparency, proper documentation, full disclosure, and adherence to internal financial policies and procedures. - Facilitate internal, statutory, and project audits and ensure timely resolution of audit observations. MIS & Management Reporting - Prepare periodic financial reports, project MIS, cash flow statements, cost reconciliation reports, and other reports required for management review meetings. - Provide timely and accurate financial information to support project monitoring and management decision-making. - Monitor key financial indicators, including budget utilization, commitments, outstanding payments, receivables, and project costs. Contract Closure & Claims Management - Ensure proper commercial and financial closure of contracts upon completion of each project, building, or facility. - Verify final bills, settlements, recoveries, retention amounts, and other contractual obligations. - Coordinate the settlement of claims, recoveries, disputes, and outstanding financial matters with contractors and other stakeholders. - Maintain complete financial and commercial records for future reference and audit purposes.
Qualification and Experience	CA / CMA/ or equivalent qualification in Finance or Accounting. - Preferably 8–12 years of relevant experience in project finance, commercial management, construction/project accounting, procurement, contracts, or infrastructure-related financial management. - Experience in handling project budgets, contractor bills, tendering, contracts, statutory compliance, and financial MIS. - Strong knowledge of budgeting, cost control, cash flow management, taxation, audit, and commercial contract administration. - Proficiency in ERP systems, MS Excel, and financial reporting tools.
Remuneration	Rs 12 to Rs 15 Lakhs per annum (inclusive of all benefits) commensurate with experience and expertise and meeting the eligibility criteria.
<u>Tenure:</u>	Term of appointment is for 3 years and will be renewed based on satisfactory performance review against the goals set.



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