



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

Jr Officer- Accounts - Grants Consulting and Industrial Research

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 Brief Summary	Jr Officer- Accounts – Grants Consulting and Industrial Research: To manage and monitor the financial accounting and compliance activities related to sponsored research grants, including PFMS transactions, project-wise expenditure reconciliation, utilization certificates, bank reconciliation, audit support, and coordination with Principal Investigators (PIs), GCIR, AGSRD and Accounts & Finance to ensure accurate, timely and compliant financial reporting.
Job Type	Regular, Full time
Reporting to	Both Associate Dean – GCIR and Head of Accounts and Finance
Will work closely with	Faculty and GCIR Team.
No. of Positions	One
Location	BITS Pilani – Hyderabad Campus
Principal Accountabilities & Responsibilities	Key Responsibilities PFMS Management - Handle end-to-end PFMS activities for sponsored research grants, ensuring accurate and timely recording of receipts and expenditure. - Ensure expenditure is correctly recorded against the appropriate project, budget head and sanctioned component in PFMS. - Coordinate with PFMS and GCIR for reinitiating failed, rejected or returned transactions and ensure timely resolution. Expenditure Verification & Compliance - Verify expenditure submitted by Principal Investigators (PIs) against sanction letters, approved project budgets, sanctioned components and applicable grant conditions. - Review project expenditure for accuracy, eligibility and compliance with funding agency requirements. - Identify discrepancies and coordinate with PIs, GCIR and other concerned stakeholders for timely rectification. Project Accounting & Reconciliation - Reconcile project-wise expenditure recorded in the Books of Accounts with PFMS statements and ERP records. - Ensure that expenditure reported in Utilization Certificates (UCs) matches the expenditure recorded in PFMS and ERP. - Identify excess or short utilization of funds and determine amounts requiring recovery or adjustment. - Coordinate with the concerned PIs/GCIR for recovery, adjustment or correction of project expenditure Bank Reconciliation - Prepare Bank Reconciliation Statements (BRS) for ZBSA bank accounts. - Reconcile bank transactions with ERP and accounting records and investigate and resolve unreconciled items.



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	- Ensure timely identification and correction of discrepancies between bank, ERP and PFMS records. 5. Coordination & Stakeholder Management - Coordinate with PIs, GCIR, AGSRD Division and Accounts & Finance for updating receipt break-ups and resolving project-related financial discrepancies. - Follow up with relevant stakeholders for pending transactions, documentation, corrections and financial reporting requirements. - Provide financial information and clarification to PIs and project teams as required. 6. Records & Documentation - Maintain comprehensive project-wise records of sanction letters, fund releases, receipts, PFMS expenditure, ERP expenditure, UCs, BRS and reconciliation statements. - Maintain accurate and up-to-date financial records for all assigned sponsored research projects. 7. Audit & Compliance Support - Assist internal, statutory and funding-agency audits relating to sponsored research projects. - Provide ZBSA BRS, receipt statements, expenditure statements and other supporting documents required for audit. - Ensure that receipt and expenditure statements are properly reconciled and matched with the corresponding UCs. - Support timely closure of audit observations and provide necessary financial records and clarifications.
Other Skill and Ability Requirements	- Strong knowledge of accounting principles and financial reconciliation. - Working knowledge of PFMS, ERP and project/grant accounting. - Understanding of sponsored research grants and funding-agency compliance. - Ability to work with multiple stakeholders and manage project-wise financial records. - Good proficiency in MS Excel and financial reporting.
Qualification	Qualification: B.Com/M.Com/CA Inter/ICWA Inter or equivalent qualification in Finance/Accounting. Experience: Preferably 3–5 years of relevant experience in accounting, sponsored research grants, government-funded projects, PFMS, project finance or a similar environment. - Experience in an educational/research institution or organization handling government-sponsored projects will be an added advantage.
Remuneration	Rs 8 to Rs 10 Lakhs per annum (inclusive of all benefits) commensurate with experience and expertise and meeting the eligibility criteria.
Tenure:	Term of appointment is for 3 years and will be renewed based on satisfactory performance review against the goals set.



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