



BITS Pilani
Dubai Campus

Career Opportunity
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BITS Pilani, Dubai Campus

Position Title	Accounts Assistant
Appointment	Full-time
Reporting to	Senior Manager- Finance & Commercial
Department	Finance & Accounts
Location	Dubai, UAE
About BITS-Pilani Dubai Campus (https://www.bits-pilani.ac.in/dubai/)	<p>BITS Pilani, Dubai Campus (BPDC) is the international campus of Birla Institute of Technology and Science, Pilani, India and is located at the Dubai International Academic City. Set up in the year 2000, it is among the pioneer institutions in Dubai, offering high-quality engineering, technology and management education. It attracts a diverse student population from UAE, other GCC countries, Asia, Africa and the Far East.</p> <p>BPDC is approved by the University Grants Commission and Ministry of Education, Government of India and licensed and accredited by the Ministry of Higher Education and Scientific Research, Government of UAE.</p> <p>BITS Pilani has been granted the status of "Institute of Eminence" by Government of India.</p> <p>BITS Pilani, Dubai Campus has been awarded a 5-star rating by the Knowledge and Human Development Authority (KHDA) in partnership with QS in 2022, recognizing our excellence in teaching, research, employability, and internationalization.</p> <p>BPDC offers B.E & M.E programs in engineering and allied disciplines along with BBA (Hons) & M.B.A in management studies. BPDC also offers Ph.D. programmes in all disciplines, with nearly 2500 students from over 16 countries. The dynamic and vibrant campus has modern infrastructure and teaching/research facilities that enables BPDC to deliver a well-rounded education in an international environment by highly qualified faculty. Smart classrooms, cutting edge laboratory facilities with the latest equipment, a 24/7 Creative Laboratory, and high-definition video conferencing facilities that connects BPDC with the campuses in India are some of the value-added features of BPDC. The Practice School, an internship program embedded in the course structure organized in partnership with over 300 companies, facilitates industry attachment for students in</p>



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	preparation for their future careers.
BPDC as a preferred workplace	BPDC provides an inclusive and supporting environment where you can grow your professional and personal self. BPDC is the place for you if you have the passion to make a difference.
Institutional Responsibilities and Accountabilities	<ul style="list-style-type: none">● Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct.● Work in accordance with BPDC's policies and procedures including following safe work practices for self and others.● Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behaviour.● Actively engage in and embrace professional development opportunities.● Undertake any reasonable tasks as directed.
Job Purpose	Handles cash counter, fee collections, petty cash payments, ensuring the timely completion of accounting entries. Prepares Bank reconciliations, interacts with students, parents & staff. Updates fees in the ERP portal, handles students' correspondence and provide any other support required in the department
Key Responsibility Areas	<ul style="list-style-type: none">● Responsible for handling the cash counter, collection of fees, petty cash payments and entering the day-to-day transactions in the books.● Responsible in preparation of Bank Reconciliation Statements.● Responsible for supporting salary processing and departmental work, as well as coordinating with other departments for documents and explanations.● Responsible for checking and verifying overtime allowances to staff and other allowances and reimbursement as per the Institute policy. Responsible for the preparation of the refund of the caution deposit to students.● Responsible for updating Students' Fees in the ERP Portal.● Responsible for timely addressing the emails/correspondence to students/parents.● Responsible for the timely settlement of advances issued to Staff, Faculty In-charges towards various expenses and events.● Assistance in vendor payments and their reports.● Assistance in internal and external audits to provide data, documents, and explanations to support the timely completion.



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	<ul style="list-style-type: none">• Support the Accounts Department in additional tasks and responsibilities as assigned, based on operational requirements
Competencies Required	<ul style="list-style-type: none">• Basic understanding of accounting principles, international financial reporting standards and tax regulations.• Good understanding of accounting software such as tally and MS excel and word tools for preparation and analysis of the data.• Good communications and writing skills.
Educational qualification	Bachelor's/Master's in Commerce
Experience	Minimum 2 years post-qualification experience in the Finance & Accounts department
Remuneration & benefits	Commensurate with qualifications and experience

Interested candidates meeting the above qualifications and experience must apply online at <https://www.bits-pilani.ac.in/careers/non-academic?campus=dubai> by **17.03.2026**. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.