



Birla Institute of Technology and Science, Pilani

Off-campus Programmes and Industry Engagement

JOB DESCRIPTION

About BITS, Pilani	<p>Birla Institute of Technology & Science, (BITS Pilani) is an Institute of Eminence conferred by the Ministry of Education, Govt of India. and is globally renowned as a science, technology & management institute. It is located in Pilani, Rajasthan, India. In addition, has campuses in Dubai, Goa, Hyderabad & Mumbai.</p> <p>Work Integrated Learning Programmes (WILP) was established in 1979 to focus on providing continuing education to working professionals across different sectors. WILP offers BSc, B. Tech, M. Tech, MBA and Certificate programmes. And for last 45 years, it's amongst the most successful corporate education brand with 1.31Lac graduates, 360+ corporate partners and 46,000 active learners across 50+ programmes.</p>
Industry/Service	Higher Education, Executive and Corporate Education
Post/Job Title	Accounts Executive -Finance & Commercials
Job Type	Regular, Full time
Reporting to	GM - Finance & Commercials
Will also works very closely with	<p>Key External: Clients (Industry) / Vendors</p> <p>Key Internal: Faculty, Business Development Team, WILP Operations team, Finance, Regulatory affairs</p>
No. of positions	One Position
Job Location	Hyderabad
Principal Accountabilities & Responsibilities	<p>Accounting:</p> <p>AR:</p> <ul style="list-style-type: none">• Timely raising of invoices to clients• Timely accounting of collections/fees receipts.• Preparing AR ageing reports and do follow up with BDM and clients to ensure timely collections.• Performing periodic Customer account reconciliations.• Ensuring compliance with organisation policies and applicable statutory laws while discharging AR functions.• Timely renewal of agreements with clients• Credit Policy Adherence and recording & reporting of deviations.• Reporting on Receivables and analysis to control the overdue.• Reporting overdue & sticky debts on timely manner.• Training new team members.• Accounting and reconciliation of TDS• Accounting, Compliance and reconciliation of GST <p>AP :</p> <ul style="list-style-type: none">• Checking with Budgets, taking Necessary approvals and raising Purchase orders with the selected vendors.• Releasing advances as per organisation policy and adjusting the same while settling vendor bills.• Timely accounting of vendor bills and processing payment.• Keeping track of all payments and expenditures, including approval notes, purchase orders, invoices, statements, etc.• Maintaining historical records as per applicable laws• Keeping track of employee advances, submission of bills and reimbursements.• Perform Vendor and bank accounts reconciliation• Maintain petty cash accounts and log all outgoing disbursements• Ensure timely renewal of vendor agreements• Payment of all applicable taxes as per the due dates• Ensure to follow all the policies, and procedures laid down for

	<p>AP • Month end and Year end closing of financial records • Maintaining Fixed asset register, safeguarding the relevant documents like warranty/Guarantee cards, working depreciation etc. • Ensure compliance with applicable laws and regulations • Helps in preparing budgets for approval and monitors spending to adhere to the budget • Prepare the variance analysis and timely report to management</p> <p>Internal Controls, Audit and Reporting:</p> <ul style="list-style-type: none"> • Ensuring compliance with established internal controls related to AR & AP function. • Timely preparation and updating of masters and other AR/AP Reports. • Prepare MIS reports of regular intervals (monthly, quarterly and annual). • Forecasting revenues, compare with actuals and timely reporting of the variances. • Creating and keeping records of invoices, bills, and deposits • Extend support for proper and timely completion of Audit.
<p>Qualification and Personal Profile</p>	<ul style="list-style-type: none"> • CA / Cost accountant - Semi Qualified. • At least 3 years of experience with exposure to Accounting, Audit, Taxation, commercial sales or contract management, financial analysis, MIS reporting; Experience in education industry is preferable
<p>Other Skill and Ability Requirements</p>	<ul style="list-style-type: none"> • Accounting, Taxation, Tally, ERP • Execution focus, Communicating with impact, Analytical skills. • Timely Accounting • Timely Raising of invoices and releasing payments • Documentation • Supports Audit • Tax and other Statutory Compliance