



# Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

## JOB DESCRIPTION

<b>About BITS, Pilani</b>	<b>Birla Institute of Technology &amp; Science, Pilani</b> has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under <b>Section 3</b> of the <b>UGC Act 1956</b> and is a renowned science and technology institute with Its headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.
<b>Industry</b>	Higher Education
<b>Job Type</b>	Term of 2 years and can be further renewed based on Performance
<b>Post/Job Title</b>	<b>Assistant Manager – Alumni Relations</b> <i>Role – Operations and Finance</i>
<b>Reporting to</b>	Head, Alumni Relations
<b>Will also work very close with</b>	Senior Manager / Dean / Associate Deans / of Alumni Relations, and BITSAA International
<b>No of positions</b>	<b>One</b>
<b>Job Location</b>	<b>Pilani</b>
<b>Job Purpose</b>	Assistant Manager – Alumni Relations would be responsible for coordinating for financial operations of the division. The office manages a large amount of individual funds which are deployed in various projects, throughout the year. The role would require understanding of expense management, ledger management, bill passing, Tally and exposure to treasury management.
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Processing of Alumni &amp; BITSAA funded Fellowship/ Scholarship/ Awards / Projects by coordinating with Internal BITS offices</li> <li>• Coordinate for Fixed Deposit making, breaking, renewal in a timely manner with best interest rates available and by projecting the upcoming expenses.</li> <li>• Processing the ledger expenses and tracking the fund disbursement in various banks. Preparing and sharing the utilization certificates/ reports etc.</li> <li>• Develop and manage data regarding donation budgets, deposits, disbursement and grant reporting</li> <li>• Maintain recurring postings, Payables and Receivables, Perform reconciliation</li> <li>• Maintain accounting data, design MIS and generation of reports as per donor requirement</li> <li>• Respond to Alumni queries related to Tax receipt, donations etc.</li> <li>• Any other responsibilities assigned by the Alumni Relations Team</li> </ul>
<b>Qualification and Personal Profile</b>	<ul style="list-style-type: none"> <li>• <b>CA Inter/ M. Com with 5 years or B. Com with 15 years</b> of relevant experience in accounts and finance functions</li> <li>• Experience of bill passing, expense management, journal entries etc.</li> <li>• Excellent working knowledge of MS Office and Tally ERP</li> <li>• Demonstrated expertise of documentation, especially MS Office</li> <li>• An educational institution or a university experience would be a plus.</li> <li>• Excellent spoken and written communication.</li> </ul> <p>The Director may, however, consider extraordinary circumstances relaxation of experience, in case of the exception qualification or experience of the candidate</p>
<b>Remuneration</b>	Suitable candidate will be placed on <b>CTC of up to Rs. 10 Lac p.a.</b> In addition, an appropriate housing facility will be provided within the campus, based on the availability.