



# 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, and Hyderabad.
<b>Industry</b>	Higher Education
<b>Job Type</b>	Regular, Full time
<b>Post/Job Title</b>	<b>Manager – Financial Planning and Analysis</b>
<b>Reporting to</b>	Chief Financial Officer – BITS Pilani
<b>Will also work very close with</b>	Head - Accounts and Finance of all BITS Pilani campuses
<b>No of position</b>	<b>One</b>
<b>Job Location</b>	<b>Jaipur / Mumbai</b>
<b>Principal Responsibilities</b>	<ul style="list-style-type: none"><li>• Compilation, analysis and presentation of annual budget, MIS and financial projections of BITS (all campuses) with actionable insights &amp; variance analysis for senior management.</li><li>• Review books of accounts and statutory compliances of section 8 company</li><li>• Review accounting processes / internal controls and financial statements of BITS (all campuses)</li><li>• Tracking and follow up of Statutory and Internal Audit observations</li><li>• Providing executive support to CFO and collaborate with the campus finance heads for strategic initiatives.</li></ul>
<b>Qualification and Experience</b>	<ul style="list-style-type: none"><li>• <b>CA with at least 3 to 5 years of experience</b> in handling Financial Planning, Budget and MIS with accounting knowledge</li><li>• Excellent IT Skills and should be well versed in using MS Excel, Power point</li></ul>
<b>Other Skill and Ability Requirements</b>	<ul style="list-style-type: none"><li>• Effective Communication &amp; Interpersonal Skills with the ability to work independently.</li><li>• Team Player, Ability to work under own initiative with Result Oriented approach.</li></ul>
<b>Remuneration</b>	Suitable candidate will be placed in Level 11 / Consolidated CTC based on experience & expertise with a consolidated pay of <b>Rs. 15-18 Lac</b> and other benefits as per Institute Norms.