



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

Job Description

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 Goa, Hyderabad, Mumbai and Dubai.
Industry/Service	Higher Education
Post/Job Title	Senior Manager / Manager - Treasury
Job Type	Consolidated pay
Reporting to	Chief Financial Officer – BITS Pilani
Will also work very closely with	Head - Accounts and Finance of all BITS Pilani campuses
No. of positions	One position
Job Location	Mumbai / Jaipur
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">Responsible for preparation of daily cash flow forecast and cash positioning which includes planning, cash flow monitoring, managing bank accounts, ensuring optimum utilization of funds.Investment Management – Bank Fixed Deposits, Commercial Papers, Mutual Funds etc. considering the restrictions of Income Tax Act for exempt entities.Liaise with finance counterparts in all the campuses on cash planning to ensure preparedness for payments, contingencies and preparing cash forecast and budget for the university.Planning for investment daily for maximizing returns in compliance with tax laws for the University.Preparation and submission of Monthly MIS to CFO for activities during the month, Utilization of funds and returns on the funds invested for the University.
Qualification and Personal Profile	<ul style="list-style-type: none">CA with at least 5 years of experience in handling Treasury functions.Excellent IT Skills and should be well versed in using treasury management systems.Strong interpersonal and communication skills and the ability to work optimally with a wide range of financial assets.
Other Skill and Ability Requirements	<ul style="list-style-type: none">Effective Communication & Interpersonal Skills with the ability to build liaison with various bank / financial institution authorities.Team Player, Ability to work under own initiative with Result Oriented approach.Excellent working knowledge of diverse investment options for the University.
Remuneration	Suitable candidate will be placed based on experience & expertise and other benefits as per Institute Norms.

