



Birla Institute of Technology & Science, Pilani

Pilani Campus

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 an Institute of Eminence. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Pilani, Goa, Mumbai and Hyderabad.
Industry/Service	Higher Education
Post/Job Title	Senior Office Assistant – Accounts and Finance
Job Type	Regular, Full time
Reporting to	Head, Accounts and Finance
Will also work very closely with	Accounts Team and all other departments / divisions
No. of positions	One
Location	Pilani
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none"> Responsible for preparation, checking, reviewing of accounting entries in the books of accounts. Bank Reconciliation; Ledger Reconciliation; Accounts Receivable / Accounts Payable Support in Audits – Statutory and Internal Working knowledge of Direct & Indirect Taxes. Supporting MIS, Ranking data and budgeting exercise.
Qualification and Personal Profile	<ul style="list-style-type: none"> B. Com / M. Com along with CA Inter with 5 years of experience in Accounting, Payroll, and other statutory compliance, preferably from the education sector. Sound IT Skills and should be well versed with Excel, Word, and should be able to work in ERP environment
Other Skill and Ability Requirements	<ul style="list-style-type: none"> Excellent working knowledge of MS Office, Tally ERP Prime. Team Player, Ability to work under own initiative with Result Oriented approach with effective communication & interpersonal skills. Below 35 years of age as on 1 August 2025. <p>" The Director may, however, consider extraordinary circumstances for modifying the age limits. Age limits prescribed for the posts are not applicable for employees of the Institute."</p>
Remuneration	A suitable candidate will be placed in Level 5 based on experience & expertise with a minimum pay of Rs. 29,200/- per month plus DA, plus Employer Provident Fund & other benefits as per Institute Norms.