



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 a renowned science and technology institute. It is in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Mumbai, Goa, and Hyderabad.
Industry/Service	Higher Education
Post/Job Title	Sr. Manager – Accounts & Finance
Job Type	Regular, Full time
Reporting to	Head - Accounts and Finance
Working closely with	All departments and Divisions; Central Accounts Team
No. of positions	One
Location	Pilani
Principal Accountabilities & Responsibilities	- Responsible for accounting, finalization of books of accounts, and consolidation of financial statements of the institute. - Responsible for ensuring adherence to Indian Accounting Standards, statutory compliances, Income Tax, GST, and other regulatory requirements pertaining to Pilani Campus and support to central team at university level. - Handling internal audits, statutory audits, tax audits, and other audits, and ensuring timely resolution of audit observations and compliance with audit requirements pertaining to Pilani Campus and support to central team at university level. - Managing FCRA accounting, maintenance of records, statutory compliance pertaining to Pilani Campus and support to central team at university level. - Managing, review, accounting and reporting of Government Grants and Alumni Funds for Pilani Campus. - Ensuring internal controls, systems and processes for bill passing relating to Capex, Projects, Opex along with timely and accurate payment to vendors / suppliers / contractors including foreign payments in line with approvals and orders. - Ensuring fixed asset accounting, physical verification of assets / inventory, arranging insurance for institute assets and related reporting. - Ensure proper record keeping of all accounting and related documents. - Coordinate with banks, statutory authorities, and other stakeholders. - Drive standardization, process improvement, automation and digital transformation of finance operations through effective use of ERP, analytics and AI-enabled tools.
Qualification and Personal Profile	- Chartered Accountant (CA) with 12 - 15 years of post-qualification experience, preferably in a large educational institution, university, or comparable organization. - Demonstrated experience in finalization of accounts, MIS, budgeting, statutory compliance, audit and ERP-based accounting. - Proven ability to independently manage the overall functioning of an Accounts & Finance Section and lead a large team. - Strong IT skills, with proficiency in MS Office, Tally ERP, and other ERP-based financial management systems and familiarity with AI-enabled tools and digital solutions relevant to accounting, finance, reporting, and process automation.



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Functional / Technical Competencies	• Financial Accounting, Finalization & Reporting • Budgeting, MIS & Financial Analysis • FCRA & Regulatory Compliance • Process Improvement & Automation • Regulatory & Accounting Updates
Behavioral Competencies	• Stakeholder & Service Orientation • Ownership & Accountability • Continuous Learning & Digital Agility • Adaptability & Change Readiness • Execution & Operational Excellence
Remuneration	The selected candidate will be placed in Level 12 depending on qualifications, experience, and expertise, along with Employer Provident Fund contributions and other benefits as per the Institute's norms.