



# Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Pilani Campus

## 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/Service</b>	Higher Education
<b>Post/Job Title</b>	<b>Assistant Manager – Accounts</b>
<b>Job Type</b>	Regular
<b>Reporting to</b>	Head – Alumni Relations, Pilani Campus
<b>Will also work very closely with</b>	Finance & Accounts, Taxation, Investment Teams; BITSAA International
<b>No. of position</b>	<b>One</b>
<b>Location</b>	<b>Pilani</b>
<b>Principal Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure timely day to day accounting and month end closing.</li> <li>• Fixed deposit management: Advise an opening, closing, reinvesting based on Donation/fund received and payment need.</li> <li>• Scholarship payments: Collaborate with SWD department to identify the eligible students and ensure payments as per norms.</li> <li>• Donation Management: Acknowledge received funds, Issue Tax receipts, ensure all necessary information received from donors.</li> <li>• Donor Management: Maintain donor-specific fund utilization and respond to donor queries on balances, statements, FDs etc.</li> <li>• Prepare fund utilization certificate and expenses report.</li> <li>• FCRA expenses management: Liaise with faculty/students for FCRA fund use, ensure compliance, maintain records as per FCRA guidelines.</li> <li>• Execute payment to Startup ensuring necessary compliance in Government portals.</li> <li>• Assistance in due diligence process for startups.</li> <li>• Preparation of PIEDS financials as per statutory requirements.</li> <li>• Others: Bank reconciliation, MIS Preparation, Assets verification and any other responsibilities assigned by management.</li> </ul>
<b>Qualification and Experience</b>	<ul style="list-style-type: none"> <li>• <b>C.A. with 3 years of relevant experience or M. Com (Preferred CA Inter with M. Com) with 5 years of relevant experience or B. Com along with CA Inter with 15 Years of relevant experience</b>, preferably from the education sector.</li> <li>• Working Knowledge of ERP preferred.</li> <li>• Excellent working knowledge of MS Office, Tally ERP Prime.</li> </ul>
<b>Remuneration</b>	Suitable candidate will be placed in Level 9 with a minimum pay of Rs. 53100/- per month plus DA & other benefits as per Institute Norms.