



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

JOB DESCRIPTION

About BITS, Pilani	Birla Institute of Technology & Science, Pilani 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 Section 3 of the UGC Act 1956 and is a renowned science and technology institute with its headquarters located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.
Industry	Higher Education
Job Type	Regular, Full time, Consolidated Pay Initial term of appointment is for three years, renewable based on satisfactory performance review against the goals set.
Post/Job Title	Jr. Officer – Accounts (Grants, Consultancy & Industrial Research – GCIR)
Reporting to	Associate Dean (GCIR) and Head, Accounts & Finance, BITS Pilani, Pilani Campus
Will also work very close with	Key Internal: Faculty / Principal Investigators (PIs), GCIR team, AGSRD Division and Accounts & Finance Division. Key External: Funding agencies and banks.
No of positions	One
Job Location	BITS Pilani, Pilani Campus (Rajasthan)
Principal Responsibilities	The incumbent will manage and monitor the financial accounting and compliance activities related to sponsored research grants, including PFMS transactions, project-wise expenditure reconciliation, Utilization Certificates (UCs), bank reconciliation, audit support and coordination with the PIs, GCIR, AGSRD and Accounts & Finance to ensure accurate, timely and compliant financial reporting. The detailed responsibilities are as under: 1) Management of Public Financial Management System (PFMS) - Handle end-to-end PFMS activities for sponsored research grants, ensuring accurate and timely recording of receipts and expenditure. - Ensure expenditure is correctly recorded against the appropriate project, budget head and sanctioned component in PFMS. - Coordinate with PFMS and GCIR for re-initiating failed, rejected or returned transactions and ensure their timely resolution. 2) Expenditure Verification & Compliance - Verify expenditure submitted by the PIs against sanction letters, approved project budgets, sanctioned components and applicable grant conditions. - Review project expenditure for accuracy, eligibility and compliance with funding-agency requirements. - Identify discrepancies and coordinate with PIs, GCIR and other concerned stakeholders for timely rectification. 3) Project Accounting & Reconciliation - Reconcile project-wise expenditure recorded in the Books of Accounts with PFMS statements and ERP records. - Ensure that the expenditure reported in UCs and Statements of Expenditure (SEs) matches the expenditure recorded in PFMS and ERP. - Identify excess or short utilization of funds and determine amounts requiring recovery or adjustment. - Coordinate with the concerned PIs / GCIR for recovery, adjustment or correction of project expenditure. 4) Bank Reconciliation - Prepare Bank Reconciliation Statements (BRS) for Zero Balance Subsidiary Account (ZBSA) bank accounts.



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	- Reconcile bank transactions with ERP and accounting records, and investigate and resolve unreconciled items. - Ensure timely identification and correction of discrepancies between bank, ERP and PFMS records. 5) Coordination & Stakeholder Management - Coordinate with Pls, GCIR, AGSRD and Accounts & Finance for updating receipt break-ups and resolving project-related financial discrepancies. - Assist Pls in preparing UCs and SEs in the formats prescribed by the respective funding agencies. - Follow up with the relevant stakeholders for pending transactions, documentation, corrections and financial reporting requirements. - Provide financial information and clarification to Pls and project teams as required. 6) Records & Documentation - Maintain comprehensive project-wise records of sanction letters, fund releases, receipts, PFMS expenditure, ERP expenditure, UCs, BRS and reconciliation statements. - Maintain accurate and up-to-date financial records for all assigned sponsored research projects. 7) Audit & Compliance Support - Assist internal, statutory and funding-agency audits relating to sponsored research projects. - Provide ZBSA BRS, receipt statements, expenditure statements and other supporting documents required for audit. - Ensure that receipt and expenditure statements are properly reconciled and matched with the corresponding UCs. - Support timely closure of audit observations and provide the necessary financial records and clarifications. 8) Any other responsibility assigned by the Controlling Officer from time to time.
Behavioral Competencies	- Stakeholder & Service Orientation - Collaboration & Institutional Partnership - Ownership & Accountability - Continuous Learning & Digital Agility - Adaptability & Change Readiness - People Development & Empowerment - Execution & Operational Excellence
Qualification and Experience	Qualification: CA (Inter) / ICWA (Inter) /CMA (Inter) Or Full Time M.Com. (or equivalent qualification in Finance / Accounting) with at least 2-3 years of relevant experience in accounting, sponsored research grants, government-funded projects, PFMS, project finance or a similar environment. Experience: Minimum 3 years of relevant experience in accounting, sponsored research grants, government-funded projects, PFMS, project finance or a similar environment. - Should not be above 38 years of age as of 1st October 2026. Desirable: Experience in an educational / research institution or an organization handling government-sponsored projects. Skills: Strong knowledge of accounting principles and financial reconciliation; working knowledge of PFMS, ERP and project / grant accounting; understanding of funding-agency compliance; good proficiency in MS Excel and financial reporting; attention to detail; effective communication and ability to work with multiple stakeholders and meet tight deadlines.
Remuneration	Rs 8 to Rs 10 Lakhs per annum (inclusive of all benefits) commensurate with experience and expertise and meeting the eligibility criteria.