



Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Pilani Campus

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 headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry/Service	Higher Education
Post/Job Title	Senior Manager – Alumni Accounts & Startups
Job Type	Regular
Reporting to	Head – Alumni Relations
Will also work very closely with	Finance & Accounts, Taxation, Investment Teams; BITSAA International
No. of position	One
Location	Pilani
Principal Responsibilities	<p>Alumni Relations:</p> <ul style="list-style-type: none"> • Ensure timely day to day accounting and month end closing. • Fixed deposit management: Advise an opening, closing, reinvesting based on Donation/fund received and payment need. • Scholarship payments: Collaborate with Student Welfare Division (SWD) to identify the eligible students and ensure scholarship payments as per norms. • Donation Management: Acknowledge received funds, Issue Tax receipts, ensure all necessary information received from donors. • Donor Management: Maintain donor-specific fund utilization and respond to donor queries on balances, statements, FDs etc. • FCRA expenses management: Liaise with faculty/students for FCRA fund use, ensure compliance, maintain records as per FCRA guidelines. <p>PIEDS:</p> <ul style="list-style-type: none"> • Help manage various government funds with proper compliance, including Utilization Certificates, Interest payments, reporting on government portals (PFMS, RBI TSA etc.) • Discuss and close due diligence for term sheets, SSHA, CCD, Grant and other investment instruments with selected startups by working closely with external advisory firm for them to receive funding from PIEDS • Work with the BITS Finance team to make payments to startups, vendors and other beneficiaries • Manage and complete all legal, financial, and statutory compliances, including annual and regular account, TDS payments etc., and help to conduct an audit of PIED Society • Ensure compliance with donations to PIEDS as per IT and FCRA laws • Management and utilization of CSR funds as per Companies Act <p>Others: Bank reconciliation, MIS Preparation, Assets verification and any other responsibilities assigned by management.</p>
Qualification and Experience	<ul style="list-style-type: none"> • C.A. with minimum 3 years of relevant experience preferably from the education sector. • Working Knowledge of ERP preferred. • Excellent working knowledge of MS Office, Tally ERP Prime.
Remuneration	Up to Rs. 20 lacs per annum.