



BITS Pilani
Dubai Campus

Career Opportunity
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BITS Pilani, Dubai Campus

Position Title	Senior Assistant -Accounts
Appointment	Full-time
Reporting to	Head of Finance & Commercial
Department	Finance & Accounts
Location	Dubai, UAE
About BITS-Pilani Dubai Campus (https://www.bits-pilani.ac.in/dubai/)	BITS Pilani, Dubai Campus (BPDC) is the international campus of Birla Institute of Technology and Science, Pilani, India and is located at the Dubai International Academic City. Set up in the year 2000, it is among the pioneer institutions in Dubai, offering high-quality engineering, technology and management education. It attracts a diverse student population from UAE, other GCC countries, Asia, Africa and the Far East. BPDC is approved by the University Grants Commission and Ministry of Education, Government of India and by the Knowledge and Human Development Authority (KHDA), Government of Dubai. BITS Pilani has been granted the status of "Institute of Eminence" by MHRD, Government of India. BITS Pilani, Dubai Campus has been awarded a 5-star rating by the Knowledge and Human Development Authority (KHDA) in partnership with QS in 2022, recognizing our excellence in teaching, research, employability, and internationalization. BPDC offers B.E & M.E programs in engineering and allied disciplines along with BBA (Hons) & M.B.A in management studies. BPDC also offers Ph.D. programmes in all disciplines, with nearly 2500 students from over 20 countries. The dynamic and vibrant campus has modern infrastructure and teaching/research facilities that enables BPDC to deliver a well-rounded education in an international environment by highly qualified faculty. Smart classrooms, cutting edge laboratory facilities with the latest equipment, a 24/7 Creative Laboratory, and high-definition video conferencing facilities that connects BPDC with the campuses in India are some of the value-added features of BPDC. The Practice School, an internship program embedded in the course structure organized in partnership with over 300 companies, facilitates industry attachment for students in preparation for their future careers.
BPDC as a preferred workplace	BPDC provides an inclusive and supporting environment where you can grow your professional and personal self. BPDC is the place for you if you have the passion to make a difference.



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Institutional Responsibilities and Accountabilities	• Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct. • Work in accordance with BPDC's policies and procedures including following safe work practices for self and others. • Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behaviour. • Actively engage in and embrace professional development opportunities. • Undertake any reasonable tasks as directed.
Job Purpose	To support the day-to-day financial and accounting operations of the Institute, with primary responsibility for student fee collection, ERP fee management, accounting entries, and reconciliations. The role ensures timely and accurate processing of student refunds, vendor payments, staff advances, reimbursements, and financial records. It also supports audits, student/parent queries, and other departmental requirements to ensure smooth, compliant financial operations.
Key Responsibility Areas	• Responsible for handling the cash counter for collection of student fees and providing them with information and resolving their queries. • Responsible for handling the students' ERP portal for updating Fee components and reconciliation thereof. • Passing the general entries in Tally accounting software related to students' fees and other day-to-day financial transactions in the books. • Responsible in preparation of Bank Reconciliation Statements and entering the day to- day financial transactions in the books. • Updating of student base data in Tally accounting software and Excel format at regular intervals. • Responsible for the preparation of the refund of the caution deposit to students. • Responsible for timely addressing emails/correspondence to students/parents. • Responsible for supporting the departmental work, which includes payroll processing, reimbursement as per the institute policies, as well as coordinating with other departments for documents and explanations. • Responsible for the timely settlement of advances issued to Staff, Faculty In-charges towards various expenses and events, and invoice booking thereof. • Assistance in vendor payments and passing the necessary entries in Tally accounting software and maintaining the required vendor reports. • Assistance in internal and external audits to provide data, documents, and explanations to support the timely completion.



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	• Support the Accounts Department in additional tasks and responsibilities as assigned, based on operational requirements.
Competencies Required	• Basic understanding of accounting principles, international financial reporting standards and tax regulations. • Good understanding of accounting software such as Tally and MS Excel and Word tools for preparation and analysis of the data. • Good communication and writing skills.
Educational qualification	Bachelors in Accounting/ Finance. Masters desirable
Experience	Minimum 3 years of post-qualification experience in the Finance & Accounts department, preferably in the education sector.
Remuneration & benefits	Commensurate with qualifications and experience
Interested candidates meeting the above qualifications and experience must apply online at https://www.bits-pilani.ac.in/careers/non-academic?campus=dubai by 27th September 2026. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.	