

<b>About TBIS BITS Pilani</b>	<b>The Technology Business Incubator Society (TBIS)</b> at <b>BITS Pilani, Hyderabad Campus</b> is a leading innovation hub that supports startups and entrepreneurs in technology, life sciences, and social impact sectors. Backed by the Department of Science and Technology (DST), TBIS provides incubation, mentorship, funding access, and infrastructure to foster innovation-driven ventures. The incubator actively collaborates with industry, academia, and government agencies to nurture entrepreneurial talent and translate research into viable business solutions. Through its programs and partnerships, TBIS is driving a strong culture of innovation and entrepreneurship within and beyond the BITS Pilani ecosystem.
<b>About SERP</b>	In partnership with the Society for Elimination of Rural Poverty (SERP), Department of Rural Development, Government of Telangana, TBIS is implementing a project focused on strengthening women-led and SHG-based rural enterprises through capacity building, incubation, and access to markets. The Society for Elimination of Rural Poverty (SERP) is a government initiative aimed at reducing rural poverty through social mobilization, livelihood enhancement, financial inclusion, and capacity building of rural communities. It focuses on empowering self-help groups, promoting sustainable livelihoods, and improving access to resources for inclusive rural development.

<b>Post/Job Title</b>	<b>Account Executive</b>
<b>Job Type</b>	Full Time (30 Months)
<b>Reporting to</b>	<b>TBIS Manager</b>
<b>Will also work very closely with</b>	Key Internal: Dean Admin, Department HOD and Faculty members
<b>No. of positions</b>	<b>One Position</b>
<b>Job Location</b>	<b>BITS Pilani Hyderabad Campus</b>
<b>Principal Accountabilities &amp; Responsibilities</b>	<p><b>Purpose:</b> To manage financial operations, fund disbursement, and compliance processes for the SERP and TBI Project.</p> <p><b>Principal Accountabilities &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate accounts, records, and financial statements for the project.</li> <li>• Prepare utilization certificates, fund flow statements, and audit documents.</li> <li>• Ensure compliance with SERP and TBI financial procedures.</li> <li>• Coordinate with vendors, stakeholders, and auditors for timely financial reporting.</li> <li>• Support budget tracking and resource allocation.</li> <li>• Practical knowledge in GST filling, and section 8 clauses &amp; compliance.</li> <li>• Generating Utilisation certification and budget heads.</li> </ul>
<b>Qualification and Personal Profile</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Commerce, Accounting, or Finance (Master's preferred).</li> <li>• Minimum 3-5 years of relevant accounting experience, preferably in development or government-funded projects.</li> <li>• Proficiency in Tally, MS Excel, and accounting tools; fluency in English and Telugu.</li> </ul>
<b>Other Skill and Ability Requirements</b>	<ul style="list-style-type: none"> <li>• Adherence to timelines</li> <li>• Ensuring data accuracy and reliability</li> <li>• Flawless Coordination</li> </ul>

<b>Work Location &amp; Conditions</b>	<ul style="list-style-type: none"><li>• This is a Full-time, on-campus role based out of the Hyderabad campus.</li><li>• The role may occasionally require travel or extended hours during peak periods.</li></ul>
<b>Compensation</b>	Suitable candidate will be placed based on experience & expertise with a minimum pay of Rs. 60,000/- or Rs. 70,000/- per month