



# Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

## JOB DESCRIPTION

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| <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, Hyderabad and Mumbai.   |
| <b>Industry/Service</b>                                  | Higher Education   |
| <b>Post/Job Title</b>                                    | <b>Assistant Manager – Accounts and Finance</b>  |
| <b>Job Type</b>  | Regular, Full time   |
| <b>Reporting to</b>                                      | Head, Accounts and Finance, Pilani Campus  |
| <b>Will also work very closely with</b>                  | Accounts Team; Central Purchase Unit, Student Welfare Department, Alumni Cell  |
| <b>No. of positions</b>                                  | <b>One</b>   |
| <b>Location</b>  | <b>Pilani</b>  |
| <b>Principal Accountabilities &amp; Responsibilities</b> | <ul style="list-style-type: none"> <li>Responsible for Monitoring, Review and Analysis of accounting entries and Books of Accounts in Tally ERP – Finance module in accordance to Accounting Policy &amp; Principles.</li> <li>Ensure compliances of Accounting Standards, Accounting Procedures and other statutes.</li> <li>Responsible for Planning &amp; Budgeting, MIS Reporting and other requirements of the University.</li> <li>Supporting Manager for all Audits including Statutory and Internal</li> <li>Responsible for Fixed Assets – Accounting, Reporting and Verification.</li> </ul> |
| <b>Qualification and Personal Profile</b>                | <ul style="list-style-type: none"> <li><b>Chartered Accountant</b> with <b>3 years</b> of experience in Accounting, MIS, Budgeting, preferably from education sector.</li> <li>Sound IT Skills and should be well versed with Excel, Word, and should be able to work in <b>ERP environment</b></li> <li>Working knowledge of <b>Tax Returns</b> – IT, GST, TDS along with Traces information retrieval.</li> </ul>  |
| <b>Other Skill and Ability Requirements</b>              | <ul style="list-style-type: none"> <li>Effective Communication &amp; Interpersonal Skills</li> <li>Team Player, Ability to work under own initiative with Result Oriented approach</li> <li>Expert Knowledge of Indian GAAP, and Finalization of Accounts preferred.</li> <li>Excellent working knowledge of MS Office and Tally ERP.</li> <li>Below 35 years of age as on 1<sup>st</sup> September 2024.</li> </ul>   |
| <b>Remuneration</b>                                      | Suitable candidate will be placed in <b>Level 9</b> based on experience & expertise with a minimum pay of <b>Rs. 53100/-</b> per month plus DA, plus Employer Provident Fund & other benefits as per Institute Norms.  |