



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

JOB DESCRIPTION

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.
Industry/Service	Higher Education
Post/Job Title	Jr. Officer/ Senior Office Assistant
Job Type	Regular, Full time
Reporting to	Head, Accounts and Finance
Will also work very closely with	Senior Manager – Accounts and Finance
No. of positions & Job Location	One position in Pilani Campus
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Checking, verification and authentication of all the invoices / bills and other documents received from the various departments.• Assess the effectiveness and efficiency of existing internal controls and processes to identify areas of weakness or vulnerability.• Good Knowledge of Auditing, Internal Controls and Budgeting• Provide inputs for statutory compliance like TDS, GST (payments & returns) and audit.• Active involvement in Statutory audit, Internal audit and Budgeting process.• Authenticating the applicability of statutory compliance in the financial transactions (<i>Applicability of TDS, GST or other relevant law compliance</i>)
Qualification and Personal Profile	<ul style="list-style-type: none">• Graduation (B. Com) / CA Inter with minimum 6 years of post-qualification experience in Accounting functions, Auditing, Internal controls, preferably from education sector.• Excellent IT Skills and should be well versed with Excel, Word, and should be able to work in ERP environment• Excellent knowledge of Auditing, Internal controls and value checks.
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Effective Communication & Interpersonal Skills• Team Player, Ability to work under own initiative with Result Oriented approach• Excellent working knowledge of MS Office, ERP.
Remuneration	Suitable candidate will be placed in Level 5 or 6 based on experience & expertise with a minimum pay of Rs. 29200/- or Rs. 35400/- per month & other benefits as per Institute Norms.