



# Birla Institute of Technology & Science, Pilani

Hyderabad Campus  
General Administration Unit

## Job Description – Junior or Officer Accounts

<b>About BITS, Pilani</b>	<b>Birla Institute of Technology &amp; Science, (BITS Pilani)</b> is an Institution declared as Deemed to be University under <b>Sec. 3</b> of the <b>UGC Act</b> 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, and Hyderabad.
<b>Industry/Service</b>	Higher Education
<b>Post/Job Title</b>	<b>Jr officer/Officer - Accounts (Level 6/Level 7)</b>
<b>Job Type</b>	Regular, Full time
<b>Reporting to</b>	Head - Accounts and Finance
<b>Will also work very closely with</b>	Relevant stakeholders both Internal and External
<b>No. of positions and Location</b>	One Position at – Hyderabad Campus
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Revenue recognition - ensuring timely accounting of revenue generated out of Fees from students with relevant reports.</li> <li>• Preparation of Payments to vendors.</li> <li>• Preparation of Bank Reconciliation Statement on daily basis.</li> <li>• Processing and accounting of bills on daily basis by ensuring Institute Policies and statutory norms are strictly adhered.</li> <li>• Preparation of Payments to vendors.</li> <li>• Preparation of workings for filing GST returns.</li> <li>• Preparation of TDS Returns.</li> <li>• Preparation of Schedules for Internal, Statutory Audits and Quarterly MIS.</li> <li>• Providing accurate data on various expenses and balances and payment status.</li> <li>• Replying to mails / Calls to various queries.</li> </ul>
<b>Other Skill and Ability Requirements</b>	<ul style="list-style-type: none"> <li>• Should be well versed in all aspects of accounts till finalization</li> <li>• Strong system skills including ERP/Tally or any other bookkeeping software and MS Excel.</li> <li>• Committed to providing accurate and timely information to a high standard</li> <li>• Good communication skills.</li> <li>• Must be a Team Player.</li> </ul>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• CA with minimum 2 years / CA Inter / M. Com with 8-10 years of accounting experience.</li> </ul>
<b>Remuneration</b>	<ul style="list-style-type: none"> <li>• Suitable candidate will be placed in Level 6 with a minimum pay of Rs. 35,400/- or at Level 7 with Rs. 44,900/- per month plus DA and other benefits as per Institute Norms.</li> </ul>



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Hyderabad Campus

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