



# Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

## JOB DESCRIPTION

<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</b>	Higher Education
<b>Post/Job Title</b>	<b>Deputy Manager – Finance (WILP)</b>
<b>Job Type</b>	Regular Full time
<b>Reporting to</b>	<b>CEO - WILP</b>
<b>Will also work very closely with</b>	Dean WILP, WILP Faculty & Non Academic team, Finance, Regulatory affairs, auditors
<b>No of Position</b>	<b>1</b>
<b>Location</b>	Pilani Campus
<b>Principal Accountabilities &amp; Responsibilities</b>	<ol style="list-style-type: none"><li><b>1. Financial Transactions:</b> Be the Single Point of Contact for all financial transactions of WILP division including invoicing all B2B and B2C entities across WILP businesses, bank reconciliations, reconciliation and account management across multiple student loan partners. Acts as a liaison between WILP division and Central Accounts for all the financial transactions and supports budget owners. Ensures profits and losses are documented accurately. Monitors all taxes that apply, ensuring that taxes are current, collected and/or accrued.</li><li><b>2. Budget Tracking &amp; adherence:</b> Undertake the Financial Control activities across all the budget owners of WILP. Working with budget owners to prepare budgets and track spends against budgets by different teams/departments/groups and on consolidated basis. Maintains a strong accounting and operational control environment to safeguard assets.</li><li><b>3. Bill Recievable Management:</b> Manage bills receivables across all enterprise customers and manage the cash flow of the WILP division.</li><li><b>4. MIS Planning and Reporting:</b> Prepare all Financial MIS reports for the University leadership. Prepare on demand financial analytics as required by the management.</li></ol>
<b>Other Skill and Ability Requirements</b>	Understanding of preparation of invoices, budgets, managing cash flow, Knowledge of tax structure, statutory guidelines, Office Administration Communicating with management & department heads, Analytical skills, Execution focus, Planning & organizing skills.
<b>Qualification and Personal Profile</b>	CA / Cost accountant, MBA and at least 10 years of experience with exposure to financial analysis, MIS reporting; Experience in education industry is preferable.
<b>Remuneration</b>	Suitable candidate will be placed in Level 10 with a minimum pay of Rs. 56100/- per month plus DA, or equivalent on CTC structure and other benefits as per Institute Norms.