

Recruitment for Associate - Finance and Accounts at Badruka School of Management

About Badruka School of Management (BSM):

BSM envisions itself as a premium Business School in Hyderabad, which will offer a new-age multidisciplinary curriculum to prepare future leaders to impact business and create an inclusive and sustainable society. The curriculum integrates fundamental management courses with modules on technology, analytics, and design so that students can understand the practice of management in a digital economy. The modules on essential workplace skills, leadership, and entrepreneurship will prepare our students for a role in the evolving landscape of work.

BSM aims to create a school of global standards with an increased focus on blended learning, data, and research, along with developing the right attitude among the students to transform them into lifelong learners and team workers. BSM will be a part of the rich legacy of the Badruka Education Society, which has a reputable portfolio of higher education institutions based in Hyderabad since 1950.

Job Title	Associate - Finance and Accounts
Location	Medchal, Hyderabad, Telangana
Reporting to	Finance and Accounts Manager
Preferred Qualifications & Experience	<ul style="list-style-type: none"> ▪ Bachelor's with 2+ years of relevant experience from a recognised institute, preferably an MBA in Finance ▪ Strong organisational, administrative and time management skills ▪ Initiative and judgment to independently problem-solve and prioritise ▪ Proficiency in MS Office ▪ Excellent communication skills ▪ Excellent presentation skills ▪ Passion for building world-class institutions of higher education
Job Responsibilities*	<ul style="list-style-type: none"> ▪ Ensure processing and accounting for all payments, vendor invoices, utility bills, staff claims, and salaries on time, following organisational policies and procedures ▪ Ensure maintaining up-to-date books and accounting records in ERP software, other software packages, and Excel files ▪ Ensure that all bank accounts related to new entities are reconciled every month



	<ul style="list-style-type: none">▪ Ensuring compliance related to TDS and GST, including the filing of returns▪ To regularly scrutinise accounting ledgers and reconcile accounting information to ensure funds are appropriately utilised and accounting transactions are being correctly recorded▪ Analyse and compile accounting information to prepare various financial reports as per BSM's requirements▪ Monitor budget utilisation and provide variance analysis reports on a periodic basis
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Remuneration

Will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall salary structure of BSM.

Application Submission Process

Applications may be submitted through the following link: <https://bit.ly/43htrkO>

Only shortlisted candidates will be contacted. BSM is an equal opportunities employer.

**Job responsibilities stated are not to be taken as an exhaustive statement of duties. Employees may be required to perform other job-related duties as necessary.*