



JOB DESCRIPTION – Manager: Due Diligence and Investments

About PIEDS & SCWE	Pilani Innovation and Entrepreneurship Development Society (PIEDS) was established in 2013 under “The Rajasthan Societies Registration Act, 1958” to promote entrepreneurship through incubation, business support, seed fund support, and mentoring to technology-based startups addressing business and societal problems.
Post/Job Title	Manager: Due Diligence and Investments
Reporting to	Head, PIED Society, BITS Pilani
Job Location	Pilani
Principal Accountabilities & Responsibilities	<p>This role has dual responsibilities and involves working for PIEDS and BITS Pilani’s Alumni Relations division.</p> <p>PIEDS:</p> <ul style="list-style-type: none">• Help student and faculty entrepreneurs at BITS to incorporate private limited companies• Work with external advisory firms to help student and faculty entrepreneurs at BITS complete due diligence for them to receive funding from PIEDS• Help manage various government funds with proper compliance, including Utilization Certificates, Interest payments, reporting on government portals etc.• Work with the BITS Finance team to make payments to startups, vendors and other beneficiaries• Manage and complete all legal, financial, and statutory compliances and help to conduct an audit of PIED Society with the help of external advisory firms• Monitoring the progress and performance of invested startups• Assessing the market potential and financial viability of startups• Providing financial guidance and mentorship to startups BITS Pilani:• Oversee the process of alums and CSR fund utilisation and investment• Manage the portfolio of Fixed Deposits – investment, utilisation etc. for maximum returns• Help prepare utilisation reports for alums and CSR donors• Ensure all SOPs are followed in managing and utilising donated funds• Work closely with BITS Finance to update the journals and ledgers of each alum donor• Ensure compliance with donations as per IT and FCRA laws <p>Any other task assigned by Head, PIEDS or Dean, Alumni Relations.</p>
Qualification and Personal Profile	<ul style="list-style-type: none">• Qualified Chartered Accountant with 3-5 years of experience working in a professional CA or advisory firm.• A private practice experience would be an advantage• Desire to provide service or counselling to startups navigating the financial regulatory environment.• Strong written and communication skills



	<ul style="list-style-type: none">• Advance Excel and PowerPoint
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Working with IT platforms• Documentation and presentation skills• Ability to work independently with a self-driven attitude
Remuneration	Rs. 12-15 Lacs per annum