

Vacancy for the post of ‘Senior Admin cum Accounts Assistant’ (Part time)

Name of Post	Senior Admin Cum Accounts Assistant (Part-time)
Advertisement Number	sukoon/2024/July_02
No. of Posts	01
Location	Mumbai
Last Date of Application	28th July 2024
Remuneration	16,000-19,000 per month

About TISS

The Tata Institute of Social Sciences (TISS) was established in 1936 and is a deemed university fully funded by the University Grants Commission, Government of India. TISS offers over 50 Master’s Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. Masters’ programmes are offered in a range of socially relevant interdisciplinary areas of Social Work, Social Sciences, Health, Management, Labour Studies and Habitat Studies. TISS is a research university with M.Phil. and Ph. D. programme and basic and applied research in a range of areas. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between education, research, field action and Dissemination.

About Sukoon

Sukoon is a field action project of the School of Human Ecology at the Tata Institute of Social Sciences, Mumbai, and provides psycho-social services to litigants approaching court settings for matrimonial disputes. Sukoon also conducts primary research with family courts across Maharashtra. The current project provides psychotherapeutic services to individuals and couples in distress and to promote their overall emotional wellbeing. Sukoon is currently operational in 5 centres in Mumbai, 2 centres in Aurangabad and one centre each in Amravati, Ahmednagar and Yavatmal.

Sukoon is inviting applications for the post of ‘Senior Admin cum Accounts Assistant (Part-time)’. The job profile is as follows:

Desirous Candidate must:

- The candidate must possess at least a Master’s degree in Commerce or relevant discipline and Five years of work experience in handling finance and administration related aspects.
- Good administrative skills in order to manage the work of the project and liaison with TISS accounts department.
- Good budgeting and accounting skills.

- Excellent communication skills and proficiency in WORD, EXCEL and related software programs such as ERP systems
- He/ She should be well versed with all tax implications as per Government of India Norms and all essential Audit Norms.
- Good knowledge of English and Hindi, both spoken and written.
- Willingness to travel, stay in locations outside of Mumbai, as the need arises.
- The selected candidate will be working in Sukoon Office in TISS, Mumbai

Job Responsibilities

1. Raising the bills, invoices and reimbursements for expenditure incurred by different projects
2. Working alongside TISS accounts to maintain bills and receipts for expenditure
3. Preparing regular reports (e.g. expenses and office budgets) and organizing company records.
4. Facilitate documentation of utilization of allocated funds
5. Facilitate ongoing accounts operations such as salary processing, reimbursement processing, vendor payments processing, advance payments and settlements and so on.
6. Ensure that Accounting standards are followed and applied in the processes of the organization
7. Ensure that good governance practices are implemented and followed in the organization
8. Reconciliation of budgeted and actual spends on a fortnightly basis
9. Liaison between the Project accounts department and the main accounts department.

Duration: The appointment of these post is for 1 year which can be renewed in the following year as per projects requirement. The candidate will be required to work for 4 hours, for 5 days a week (Monday to Friday) at the campus. Please note that this is a contractual position.

Joining Date: 01st August 2024

Desirous candidates may send their resume to sukoon.tiss@gmail.com before 28th July 2024 with a subject line “Senior Admin cum Accounts Assistant (Part time)- Mumbai”. Shortlisted candidates will be called for an interview.

For queries, contact: sukoon.tiss@gmail.com

Programme Officer: **Diksha Gupta**

Project Director : Dr. Aparna Joshi and Dr. Amrita Joshi

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Tata Institute of Social Sciences