

### **Full time position – Accountant cum Administrative officer**

Tata Institute of Social Sciences invites applications for a six-month research study titled **“Evaluation Study of Community Action for Nutrition Project implemented by SATHI.”**

The broad aim of the research is to do the impact assessment of processes followed during the CAN project implemented by SATHI and the perception among different stakeholders about the intervention and the impact of the interventions. It will help assess the overall impact on the nutritional status of tribal children in the selected areas

**Duration of the Study: 6 months**

**Starting Date:** May 1<sup>st</sup> week

**Last date for application:** 10<sup>th</sup> April 23.

**Job Location: Mumbai (Includes intense travelling)**

**No of positions: 1**

#### ***Roles and Responsibilities:***

- Account cum Administrative officer will be responsible for maintaining accounts, documentation, logistic support to the project team and any other account related issues assigned by the project leader.
- The Account cum Administrative officer would be reporting to the Project Leader and the relevant section heads of the institute.
- Other duties and responsibilities may be assigned by the project leader.
- Work requirements and schedules may be discussed with the project leader to ensure that the work priorities can be accomplished within the scheduled time.

#### ***Essential Qualifications:***

- Qualification and experience: 50 % in Bachelor of Commerce/Masters of Commerce, minimum three years of work experience in the Accounts and Finance.
- Good knowledge of finalisation of accounts of charitable organisations, charitable trusts/Statutory requirements.
- Good knowledge of maintenance of books of accounts as per accounting norms
- Knowledge of budgeting and multiple accounting and finance management
- Experience in working on ERP software
- Proficiency in word, excel, tally and power point
- The candidates should be based in Mumbai

#### **Salary:**

The candidate will be paid a consolidated salary up to Rs. 35,000/- per month depend on the experience and qualifications.

Kindly send your CV via email to the Principal Investigator on the following email id: [canprojecttrti@gmail.com](mailto:canprojecttrti@gmail.com)

Principal Investigator: Dr Narendra Kakade

Only shortlisted candidates will be informed about the interview.

