

# **Tata Institute of Social Sciences, Mumbai**

## **Vacancy Announcement:**

**Name of Position:** Accounts Assistant

**Number of Vacancies:** One

**Remuneration per month:** Rs 20000/-

**Project:** Prime Minister's Rural Development Fellows Scheme (PMRDF's)

**Duration:** 6 Months Contract ( Extendable for 6 months)

**Location:** TISS, Mumbai

### **About PMRDF**

Tata Institute of Social Sciences (TISS) invites application for the position of Accounts Assistant under the Prime Minister's Rural Development Fellows (PMRDF) Scheme, a project under the Ministry of Rural Development, Government of India. The PMRDF Scheme extends Fellowship to young and talented individuals to work in some of the remote and conflict-affected parts of the country to address developmental deficits in close coordination with the district machinery.

### **Responsibilities**

The Accounts Assistant would be responsible for the following tasks:

- ▯ Maintaining accounts and related transactions and records.
- ▯ Performing administrative tasks under the supervision of Project Coordinator
- ▯ Preparation of budgets and cost analysis of expenses
- ▯ Facilitating office related work for field team
- ▯ Preparing financial reports and presentations

### **Required Qualification, Competencies and Experience**

- ▯ Post Graduate/ Minimum graduate degree in commerce or management or related disciplines
- ▯ Preferably two years of experience
- ▯ Working knowledge in Tally and other accounts software
- ▯ Good communication skills

### **How to apply:**

Please send your CV at [pmrdf.fellows@tiss.edu](mailto:pmrdf.fellows@tiss.edu). Please mention "Accounts Assistant application" in the subject of your Email. **The last date of application is 16th of August, 2016.**

**Only shortlisted candidates will be contacted for Interview.**