



Name of the Post: Accounts and Administrative Officer, Saksham-Jan Urja

No. of Positions : 01

Location : Mumbai

Duration : From Date of Joining to till June 30,2018

Email : [fo.sakshamju@gmail.com](mailto:fo.sakshamju@gmail.com)

Remuneration CTC: Up to 35000/- per month

Last Date for application: January 18, 2018.

Saksham which means "Capable" or "Self- reliant" in Sanskrit is a TISS project that implements counselling services for Drug Resistant (DR) TB patients in collaboration with the Mumbai District Tuberculosis (TB) Control Society (MDTCS). The programme supported by the Global Fund for AIDS, TB and Malaria was initiated in August 2014.

Saksham and Tata Power Community Development Trust have come together to implement Project 'Saksham Jan Urja' - a project for TB prevention and TB treatment adherence through community engagement in M Ward. The 2 year project aims to enhance TB literacy, awareness and create an enabling environment leading to early TB diagnosis and higher TB treatment adherence in M Ward.

**Job description for the position of Accounts and Administrative Officer, Saksham Jan Urja**

- ❑ Checking of Bills or Supporting Vouchers in support of expenses incurred for the project
- ❑ Prepare Progress Update report quarterly/bi-annually
- ❑ Prepare Bank Reconciliation Statement on monthly basis

- ❑ Process the vendors' payment after all accuracy checks & verification
- ❑ Deduct correctly tax at source for any vendor payment and staff
- ❑ Prepare challan & deposit the tax deducted at source within the due date.
- ❑ Prepare TDS statement on a Monthly Basis for vendors and staff on regular basis.
- ❑ Prepare quarterly TDS return & file it within the due time (in coordination with TISS's accounting system)
- ❑ Check & finalize the Comparative Statement prepared by the Admin Officer before issuing Purchase Order.
- ❑ Assist the Deputy Finance & Admin Manager in preparation of Monthly reports & time to time any financial reports.
- ❑ Assist the Sr. Finance Officer in any other tasks as given by from time to time.
- ❑ Assist Deputy Finance & Admin Manager in Internal Audit
- ❑ Assist Deputy Finance & Admin Manager in account training
- ❑ Verify the annual tax returns, FORM 16 etc
- ❑ Visit bank for office work
- ❑ Any other work as assigned by Supervisor(s).

**Qualifications:** Bachelors in Commerce/Masters in Commerce

**Essential skills:** Preferably with knowledge of latest software in Finance & a minimum of 3-5 years' experience in finance and accounting. Prior experience of handling large accounts is desirable.

#### Application Procedure

Please send the following documents by e-mail to [fo.sakshamju@gmail.com](mailto:fo.sakshamju@gmail.com) along with the following subject line as 'Accounts and Administrative officer' for Saksham Jan Urja.

1. A Cover Letter
2. Your updated curriculum vitae with your academic record and experience.

\*\*\*\*\* Candidates short-listed will be contacted for interview only. \*\*\*\*\*

**Project Leader**