



Name of the Post: : **Finance Officer, Saksham Prerak**
Location : **Mumbai**
Duration : **March 2021.**
Email : **recruitment.sakshamprerak@gmail.com**
Remuneration CTC : **Up to Rs. 35,000/- per month.**
Last date of Application: : **10th October 2020.**

Terms of Reference for the position of Finance Officer, Saksham

- Checking of Bills or Supporting Vouchers in support of expenses incurred for the project by staff and trainees
- Process payment of trainees' expenditure
- 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 and supplying required information to TISS- Finance Section in time.
- 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)
- Prepare Comparative Statement, Check & finalize 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 Sr. Finance Officer in Internal Audit
- Prepare and verify the annual tax returns, FORM 16 etc
- Visit bank for office work
- Any other work as assigned by Supervisor(s).

Qualifications: M.com with minimum 3 years of relevant experience/B.com with minimum 5 years of relevant experience.

Essential skills: Reporting, Statutory Compliance, Tally.

IT Skill- MS Excel, word, etc.

Prior experience of working with NON PROFIT ORGANISATION (NGO/Trust etc.) will be an added advantage.

Only Mumbai based candidates can appear for the Interview.

Kindly apply through Google form, the link is given below.

<https://forms.gle/cBHx78ALZfUHMbf39>

For any query please write to recruitment.sakshamprerak@gmail.com

Dr. Nilesh Gawde
National Program Director
Saksham