



Tata Institute of Social Sciences (TISS), Mumbai

(declared as an Institution Deemed to be University under Section 3 of the UGC Act 1956), a grant-in-aid Institute under Ministry of Education, Government of India



Name of the Post: Assistant Manager Finance – Saksham

Location	:	Head Office, Mumbai
Duration	:	December, 2024 onwards to 31 st March 2027
Remuneration CTC	:	Rs. 54741/- per month
Last Date of Application	:	13/12/2024
Number of Post	:	1 Post

Saksham (which means “capable”) is a project of the Tata Institute of Social Sciences since 2008 to support the Ministry of Health and Family Welfare in its fight against HIV and TB. Saksham has shaped the Psychosocial support program for HIV and Tuberculosis (TB) in the country. Currently Saksham has three major grants in the area of HIV & TB counselling, capacity building and community engagement.

In 2015, Saksham, TISS in collaboration with the National TB Elimination Programme (NTEP), introduced psycho-social counselling for TB in Maharashtra, Gujarat, Karnataka, Rajasthan and has demonstrated the need for moving beyond the “bio-medical”, “disease control” approach and addressing social determinants of TB. The project is named “Saksham Pravaah” and 214 Professional Counsellors (Masters in Social Work/Sociology/Psychology) are integrated within the National TB Elimination Programme (NTEP) and are placed in each of the District TB Centres in the four implementation states.

In the previous phase of intervention (April 2021-March 2024), Saksham Pravaah will undertake capacity building of NTEP by creating a pool of National Master Trainers. The development of the Pool of Master Trainers will be anchored by 5 Regional Hubs across India. Saksham will also pilot a model of Peer Counselling in Mumbai during this phase.

In the current phase of intervention, Saksham Pravaah will expand the capacity building initiative to all cadres under the National Tuberculosis Elimination Programme and develop a state-of-the-art demonstration model for holistic Patient Care and Support.

Terms of Reference for the position of Assistant Manager Finance – Saksham

Purpose: The Assistant Manager Finance and Accounts plays a crucial role in supporting the financial and accounting functions of Saksham Pravaah, contributing to accurate financial reporting and compliance with established policies and procedures.

Reporting to: General Manager Finance and Administration

Key Responsibilities:

1. Financial Reporting:

- Preparation of financial statements, reports, and documentation.
- Maintenance of accurate accounting records and ensure compliance with accounting standards and regulations.
- Contribute to month-end and year-end closing processes.

2. Budgeting and Forecasting:

- Aid in the preparation of budgets and forecasts based on sound financial analysis and in alignment with organizational goals.
- Assist in variance analysis and provide insights into financial performance.

3. Disbursement and Accounts Management:

- Disburse payments of vendors and Saksham Pravaah Staff.
- Oversee accounts payable and accounts receivable processes, ensuring accuracy and timeliness of Saksham Pravaah initiatives.
- Assist in the reconciliation of accounts and resolution of discrepancies.

4. Compliance and Controls:

- Support compliance efforts by adhering to internal controls and procedures.
- Assist in the implementation of financial policies and ensure adherence across departments.

Qualifications and Experience:

- Bachelor's / Master's degree in Commerce or a related field.
- 5-7 years of relevant experience in finance or accounting roles, with exposure to financial reporting and analysis within the academic or development sector.
- Proficiency in financial software and Microsoft Excel; familiarity with accounting principles and regulations.

Key Competencies:

- Strong analytical and problem-solving skills.
- Detail-oriented with a focus on accuracy and precision.
- Effective communication and interpersonal skills.
- Ability to work independently and collaboratively within a team.
- Adaptability and willingness to learn and grow within the role.

Application Procedure

Please apply on the following link:

https://docs.google.com/forms/d/e/1FAIpQLSdLnD5jep4usbQ2tcxLOIf_ZNBiiERxtW-gmNoHkBCiQiPadg/viewform?usp=sf_link

******* The selection committee holds full discretion to scrutinize applications and shortlist candidates. The selection process will be based solely on the decision of the selection committee*******

Project Director, Saksham, TISS