



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 Pravaah

Location	:	Head Office, Mumbai
Duration	:	Term Shall end as on 31 st March 2027
Remuneration CTC	:	Up to Rs. 54741/- per month
Date of Interview	:	23 rd June, 2025
Number of Post	:	1 Post
Reporting Time	:	8:30 AM (No candidates will be entertained after 12:00 Noon)

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-March2024), Saksham Pravaah undertook capacity building of NTEP by creating a pool of National Master Trainers. The development of the Pool of Master Trainers anchored by 5 Regional Hubs across India. Saksham will also piloted 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 Pravaah

Purpose: The Assistant Manager Finance 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. Maintenance of Books of accounts:

- Maintenance of accurate accounting records and ensure compliance with accounting standards and regulations.
- Financial Reporting - Preparation of financial statements such as compiled expenditure reports, details of GST or other taxes paid, other reports.
- Properly upkeeping the vouchers.
- Preparation of Balance sheet, Income & Expenditure account, Receipt & Payment account, Utilisation Certificate etc

2. Budgeting and Forecasting:

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

3. Disbursement and Accounts Management:

- Disburse payments of vendors and Saksham Pravaah Staff.
- Regular reviewing accounts payable and accounts receivable.
- 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.

5. Qualifications and Experience:

- Bachelor's / Master's degree in Commerce or a related field.
- 10-15 years of relevant experience in finance or accounting roles, with exposure to financial reporting and analysis within the academic or development sector (preference will be given to candidates with experience in the academic and development sector).
- Proficiency in Tally / or other financial software, Microsoft Excel.
- Familiarity with accounting principles and regulations.

6. 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.

WALK IN INTERVIEW - DETAILS OF VENUE:

Tata Institute of Social Sciences

Saksham Department, Below Old Conference Hall, TISS

Main Campus, Opp. Deonar Bus Depot

Sion Trombay Road, Deonar Mumbai – 400088

Documents required at the time of Interview.

- 1. CV / Resume**
- 2. Photocopy with original documents of academic record (Graduation onwards) experience certificate etc.**

Kindly note that candidates appearing for interview would not be paid any travel expenses for attending this interview.

The selection process will be based solely on the decision of the selection committee.

Prof. M. Mariappan

Project Director, Saksham, TISS