

**TISS PROJECT-BASED POSITION/CENTRE FOR EXCELLENCE IN
CSR/ADVERTISEMENT / 29th June 2024**

CALL FOR APPLICATIONS

Account Assistant

**CENTRE FOR EXCELLENCE IN CSR, TATA INSTITUTE OF SOCIAL SCIENCES
(TISS), MUMBAI**

SI. NO	POSITION TITLE	NO. OF POSITIONS	DURATION	SALARY
1	Account Assistant	1	4 Months (Maybe extended thereafter based on performance of the candidate)	INR 34,793/- per month (all-inclusive)

To Apply:

Candidates interested in applying for the position may write to cecsr < recruitment.cecsr@tiss.ac.in > with a one-page statement of purpose and an updated CV.

Please mention 'Application for Account Assistant CECSR June 2024' in the subject line of your email.

Last date for receipt of applications: 5 days from the publication date of this advertisement.

Date of Interview: Shall be communicated only to shortlisted candidates.

Please note: This is a project-based position. Extension of contract is based on project requirement and availability of funding.

**DESCRIPTION OF RESPONSIBILITIES AND REQUIRED QUALIFICATIONS –
ACCOUNT ASSISTANT**

Description of Responsibilities	• Proficiency in MS Office, Internet and usage of various software systems such as an ERP. • Sound knowledge of GST & GST related law. • Finance related work like coordination with Bank & Bank Reconciliation. • Excellent knowledge of accounting standards and tax rates. • Proficient in verbal and written communication in English. Involved in finalizing in all the audits/appeal. • Verification and processing of payments with timely turnaround. • Raising of invoices to clients & ensuring recovery of client receivables. Responsible for complete payroll. • Proven track record of managing key accounts • Handling all accounts related work of the centre. • Handling and all the bank transactions of the centre. • Invoicing to corporate and ensuring the amount are properly debited or credited from accounts.
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	• Financial and budgeting skills. • Conduct data analysis to derive actionable insights and contribute to the preparation of reports, presentations, and other project deliverables. • Perform additional duties as required, aligning with individual skills, experience, and the evolving needs of the project. • Demonstrate proficiency in multitasking, efficiently managing various activities within specified timeframes. • Adapt to working in both offline and online modes, ensuring seamless collaboration and productivity regardless of the operational environment. • Perform additional tasks and duties as delegated by the Project Leader.
Qualifications and Additional Skills	• At least a Bachelor's degree (Completed). • 02-03 years of experience of having worked in Account Positions in Government/NGO/Private. • Candidates should have good command over spoken and written English. • Excellent Organizational Skills • Ability to work under pressure and meet deadlines • Working capacity with Computers- Windows, Outlook, Internet and other soft skills & ERP. • Knowledge of database management and data entry operations • Proficiency in documentation • Ability in ICT usage