Name of the Post: Finance & Admin Manager, Saksham

Location : **Mumbai**.

Duration : **December 2017**

Email **:** hr.sakshamp@gmail.com

Remuneration CTC: Rs. **80,000- 1,00,000/- per month.**

Last Date of Application: 25th October, 2017

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.

Based on the experience of Mumbai, Saksham in partnership with the Central TB Division (CTD), Ministry of Health and Family Welfare has scaled up this project to Maharashtra, Gujarat, Rajasthan and Karnataka. In this expanded phase of the project, the goal is to strengthen National TB control program (with special focus on MDR and XDR TB) in states of Maharashtra, Gujarat, Karnataka and Rajasthan through structural and psycho-social support interventions.

Terms of Reference for the position of Finance and Administration Manager, Saksham.

- Head the finance and administration team of Saksham for all Saksham projects.
- Ensure compliance and consistency with financial policies and procedures of the programme.
- Ensure and certify daily, monthly and quarterly expenditure, ensure accuracy and completeness of required files and supporting documentation serving as evidence of transactions
- Verify payroll, remit tax and other government contributions and reports.
- Certify employee salaries and expense reimbursements.
- Responsible for full accounts payable function from procurement through payment of invoices.
- Ensure timely payment to all payees and maintenance of and complete records.
- Perform month-end closing and year-end duties such as reconciliations, VAT reimbursements, inventory lists, etc.

- Verify monthly bank reconciliation statements as per the requirement
- Responsible for procurement activities in accordance with programme policy.
- Process fund disbursements in accordance with financial management policies and established approval levels.
- Develop budgets for programme activities and extension.
- Responsible for the IT resources, maintaining and reviewing the most appropriate and efficient systems.
- Participate and representative Saksham in the audits.
- To deal with the company's bank in respect of payments and receipts, to ensure that all bank accounts statements are regularly reviewed and reconciled.
- Overall responsible for all administration functions like procurement, asset management and maintenance, organizing meetings, interviews, stationery etc.
- Provide assistance to program staff and project budget preparation.
- Prepare monthly financial reports and internal management reports for the Programme Director containing budget to actual expenditure information.
- Prepare quarterly finance reports in accordance with the funding agency.
- Any other work as assigned by the Programme Director .

Qualifications:

B. Com with 15-20 years of work experience at a managerial level (finance and administration)

Essential skills:

- Proficiency in using computer. Knowledge of MS Office-Word, Excel, Tally.
- Should be internet savy and technologically advanced.
- Administrative skills
- Excellent communications skills in English (verbal and written).
- Ready to travel within country

Application Procedure

Please send the following documents by e-mail to **hr.sakshamp@gmail.com** along with the following subject line as '**Finance & Admin Manager – Saksham'**

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