

WALK IN INTERVIEW

Name of the Post: : **Finance Officer, Saksham Prerak**
Location : **Mumbai**
Duration : **June 2020.**
Email : **recruitment.sakshamprerak@gmail.com**
Remuneration CTC : **Rs. 30,000 -35,000/- per month.**
Date of Interview: : **23rd December 2019.**

Terms of Reference for the position of Finance Officer, Saksham Prerak

- 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: Masters in Commerce/ CA Inter.

Essential skills: Preferably with knowledge of latest software in Finance & minimum of 3 years' experience in finance and accounting.

IT Skill- MS Excel, word, Tally etc.

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

WALK IN INTERVIEW DETAILS

Venue : TATA INSTITUTE OF SOCIAL SCIENCES

Saksham Training Hall, Below Old Conference Hall,

TISS Main Campus, Opp. Deonar Bus Depot,

Sion Trombay Road, Deonar Mumbai-88

Documents required at the time of Interview.

1. Resume
2. Photocopy of academic record (Graduation onwards), experience certificate etc.

Kindly note that you are requested to make your travel arrangements and TISS will not provide any accommodation for this job.

Anil
10/12/19

Mr. Anil Vasaya
Finance and Admin Manager

Nilesh Gawde
10 Dec 19

Dr. Nilesh Gawde
National Programme Director