



TarashaAdmn/4/6/July2019

July 24, 2019

Recruitment of Admin cum Accounts Assistant (Part-time) for *Tarasha* Project at the Mumbai Campus of the Institute

Tarasha is a Field Action Project of the Centre for Health and Mental Health, School of Social Work, TISS, Mumbai, initiated in 2011. *Tarasha* is a community based recovery project that works with women living with mental disorders, linking the three cornerstones, shelter, livelihoods and psychosocial issues to achieve reintegration in society.

Applications are invited for project position to be filled on contract basis for a period of six months initially and extendable based on the performance of the candidate and requirement of the project.

Name of the Post : Admin cum Accounts Assistant (Part time : 3 days a week)

Location : Mumbai

Nature of Duties:

- Raising the bills, invoices and reimbursements for expenditure incurred under project
- Working alongside TISS accounts to maintain bills and receipts for expenditure
- Preparing regular reports (e.g. expenses and office budgets) and organizing project records.
- Facilitate documentation of utilization of allocated funds
- Facilitate ongoing accounts operations such as salary processing, reimbursement processing, vendor payments processing, advance payments and settlements and so on.
- Reconciliation of budgeted and actual spent on a fortnightly basis
- Liaison between the Project accounts department and the main accounts department.

Qualifications:

The candidate must possess at least a Bachelor's degree in Commerce or relevant discipline with minimum of 55 % of marks and two years of work experience in handling finance and administration related aspects.

- Good administrative skills in order to manage the work of the project and liaison with TISS accounts department.
- Good budgeting and accounting skills.
- Excellent communication skills and proficiency in WORD, EXCEL and related software programs such as ERP systems and Foxpro applications
- He/ She should be well versed with all tax implications as per Government of India Norms and all essential Audit Norms.
- Good knowledge of English and Hindi, both spoken and written.

Remuneration CTC: Rs. 10200/- per month

Last Date for application : 31st July 2019

Please send the CV by email to tarasha2011@gmail.com

The selected candidate has to join with in 15 days from the date of intimation of the selection

Project Leader