

Date- 17-7-2023

Full time position – Accountant cum Administrative officer.

Tata Institute of Social Sciences invites applications for a year for Accountant cum Administrative officer for Pragati- IRHDP, Field Action Project by Centre for Health and Mental Health, School of Social Work, TISS, Mumbai. Pragati- Integrated Rural health and development project (IRHDP) has been functional since 1986 in the village of Aghai, situated in Shahapur Taluk. Till date this project has taken various steps at various levels for the development of the 'Adhivasis' or the Tribal people. The main tribal populations that cover these regions are the Konkana, Katkari and Warli tribes.

- Warli tribes.
- **Duration of the Study: 12 months**
- **Last date for application: 26/7/2023**
- **Job Location:** Mumbai and Aghai (Shahapur District – Thane) (Includes intense travelling)
- **No of positions: 1**
- **Roles and Responsibilities:**
- Account cum Administrative officer will be responsible for maintaining accounts, documentation, logistic support to the project team and any other account related issues assigned by the project leader.
- The Account cum Administrative officer would be reporting to the Project Leader and the relevant section heads of the institute.
- Other duties and responsibilities may be assigned by the project leader.
- Work requirements and schedules may be discussed with the project leader to ensure that the work priorities can be accomplished within the scheduled time.

Essential Qualifications:

- Qualification and experience: 50 % in Bachelor of Commerce/Masters of Commerce, minimum three years of work experience in the Accounts and Finance.
- Good knowledge of finalisation of accounts of charitable organisations, charitable trusts/Statutory requirements.
- Good knowledge of maintenance of books of accounts as per accounting norms
- Knowledge of budgeting and multiple accounting and finance management
- Experience in working on ERP software
- Proficiency in word, excel, tally and power point
- The candidates should be based in Mumbai

Salary:

- The candidate will be paid a consolidated salary of Rs. 35,000/- per month.
- Kindly send your CV via email to the ***pragati.irhdp@gmail.com***
- Programme Co-ordinator: Pravin Yadav
- Only shortlisted candidates will be informed about the interview.

Other Conditions:

(a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for Personal Interaction/Skill test, who may not have applied for the vacancy as per the above procedure.

(b) Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and the requisite experience would not entitle a person to be called for Personal Interaction /skill test in case of high response.

(c) No queries or correspondence regarding issue of call letter, selection of candidates for the post etc will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.

Note: Selected candidates are expected to join duty within 10 days of intimation of their selection.

Note: Please put the name of the post you are applying in the subject line of the mail

Project leader