

Date: 22/11/2018

Vacancy for the post of Accounts Assistant at Sukoon, TISS

About TISS: The Tata Institute of Social Sciences (TISS) was established in 1936 and is a deemed university fully funded by the University Grants Commission, Government of India. TISS offers over 50 Master's Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. Masters' programmes are offered in a range of socially relevant interdisciplinary areas of Social Work, Social Sciences, Health, Management, Labour Studies and Habitat Studies. TISS is a research university with M. Phil. and Ph. D. programme and basic and applied research in a range of areas. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between education, research, field action and Dissemination. The Institute provides significant space and resources for basic and policy research; and has research collaboration with some of the best universities and institutions across all continents. TISS offers a very challenging but fulfilling academic environment and opportunity to scholars committed to creating a just society through education, generation of knowledge and field action, and invites interested scholars in Social Sciences and allied disciplines located within and outside India to apply for faculty positions in its schools and centres. Sukoon is a field action project of Tata Institute of Social Sciences which provides stress management services to individuals, couples and families in court settings.

About Sukoon:

Sukoon is a field action project of the School of Human Ecology at the Tata Institute of Social Sciences Mumbai, provides psycho-social services to litigants approaching court settings for matrimonial disputes. Apart from service provision, Sukoon is also actively involved in primary research with family courts across Maharashtra.

Sukoon is inviting applications for the post of Admin and Accounts Assistant. The job profile is as follows:

Job profile – Accounts Assistant (1 Post)

- Raising the bills, invoices and reimbursements for expenditure incurred by different projects
- Working alongside TISS accounts to maintain bills and receipts for expenditure
- Preparing regular reports (e.g. expenses and office budgets) and organizing company 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.
- Ensure that Accounting standards are followed and applied in the processes of the organization
- Ensure that good governance practices are implemented and followed in the organization
- Reconciliation of budgeted and actual spends on a fortnightly basis
- Liaison between the Project accounts department and the main accounts department.

Desirous candidates must:

- 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.
- Willingness to travel, stay in locations outside of Mumbai, as the need arises.

*Age limit: 18 to 40 years

*Please note that this is a contractual position. The position is for a period of one year, and will be extended depending on performance. Please note that this is a part-time position based out of Mumbai. The candidate will be required to work for 4 hours, for 5 days a week (Monday to Friday). The selected candidate shall be offered a salary of 10000 pm. The candidate will report to the Programme Coordinator, Sukoon. Desirous candidates may send their resumé to ipsita.chatterjee@tiss.edu on or before **7th December 2018** with a subject line Application for the post of 'Admin/Account Assistant'. Late applications shall not be entertained. Only shortlisted candidates will be called for an interview at TISS. The selected candidate would have to be based in Mumbai for the duration of the project. For enquiries, contact; Ipsita Chatterjee Programme Coordinator Sukoon, Tata Institute of Social Sciences (ipsita.chatterjee@tiss.edu)

Project Leader