

Tata Institute of Social Sciences, Mumbai
Vacancy Announcement

Name of Position: Accounts Officer

Number of Vacancies: One

Remuneration per month: Rs 25000 to 30000/ (Based on Experience and Qualification)

Project: Prime Minister's Rural Development Fellows Scheme (PMRDF's)

Duration: 1 Year

Location: TISS, Mumbai

About PMRDF

Tata Institute of Social Sciences (TISS) invites application for the position of Accounts Officer under the Prime Minister's Rural Development Fellows (PMRDF) Scheme, a project under the Ministry of Rural Development, Government of India. The PMRDF Scheme extends Fellowship to young and talented individuals to work in some of the remote and conflict affected parts of the country to address developmental deficits in close coordination with the district machinery.

Responsibilities

The Accounts Officer would be responsible for the following tasks:

- 1· Maintaining accounts and related transactions and records.
- 2· Performing administrative tasks under the supervision of Project Coordinator
- 3· Preparation of budgets and cost analysis of expenses
- 4· Facilitating office related work for field team
- 5· Preparing financial reports and presentations
- 6· Provide all necessary administrative support to the programme in coordination with the faculty members under the PMRDF programme

Required Qualification, Competencies and Experience

- 1· Post Graduate/ Minimum graduate degree in commerce or management or related disciplines
- 2· Preferably three years of experience
- 3· Working knowledge in Tally and other accounts software
- 4· Good communication skills

How to apply:

Please send your CV at application.pmrdfs2014@tiss.edu. Please mention "Accounts Officer application" in the subject of your Email. The last date of application is 30th of August, 2016. Only shortlisted candidates will be contacted for Interview.