



Name of the Post : Finance & Admin Manager, Saksham

Location : Mumbai.

Duration : March 2024

Remuneration CTC: Rs. 1,00,000- 1,27,897/- per month.

Last Date of Application: 31 July 2021

Saksham (which means “capable”) is a project of the Tata Institute of Social Sciences since 2008 to support the Ministry of Health and Family Welfare in its fight against HIV and TB. Saksham has shaped the Psychosocial support program for HIV and Tuberculosis (TB) in the country. Currently Saksham has three major grants in the area of HIV & TB counselling, capacity building and community engagement.

In 2015, Saksham, TISS in collaboration with the National TB Elimination Programme (NTEP) , introduced psycho-social counselling for TB in Maharashtra, Gujarat, Karnataka, Rajasthan and has demonstrated the need for moving beyond the “bio-medical”, “disease control” approach and addressing social determinants of TB. The project is named “Saksham Pravaah” and 214 Professional Counsellors (Masters in Social Work/Sociology/Psychology) are integrated within the National TB Elimination Programme (NTEP) and are placed in each of the District TB Centres in the four implementation states.

In the current phase of intervention (April 2021-March2024) , Saksham Pravaah will undertake capacity building of NTEP by creating a pool of National Master Trainers .The development of the Pool of Master Trainers will be anchored by 5 Regional Hubs across India. Saksham will also pilot a model of Peer Counselling in Mumbai during this phase.

Saksham Pramaan, a project as sub-recipient to National AIDS Control Organisation (NACO) aims to assist in evaluation of targeted interventions (TI) and link worker scheme (LWS) for the State AIDS Control Societies (SACS) and conduct programmatic evaluations for the National AIDS Control Programme (NACP). Tata Institute of Social Sciences shall be partnering with universities/ academic institutions/ agencies to meet the deliverables.

Terms of Reference for the position of Finance and Administration Manager, Saksham.

The Finance & Admin Manager is expected to take charge of the following tasks:

- Head the finance and administration team of Saksham **for both the Saksham projects.**
- Be responsible for entire accounts & finance functions, admin functions and procurement activities in accordance with programme policy.
- End-to-end procurement/ partnerships with agencies including the financial supervision and monitoring
- Prepare monthly financial reports, quarterly finance reports and internal management reports for the Programme Director containing budget to actual expenditure information in accordance with the funding agency.

- Ensure compliance and consistency with financial policies and procedures of the programme.
- Responsible for developing & maintaining internal controls at departmental and organizational level.
- Responsible for preparation of Financial Statement & Various reports required by management & funding agency.
- Responsible for preparing budget proposal for new projects & proposal.
- Certify employee salaries and expense reimbursements.
- Ensure timely payment to all payees and updating records.
- Develop & Maintain budgets for programme activities and extension.
- Be responsible for the IT resources, maintaining and reviewing the most appropriate and efficient systems.
- Responsible for statutory compliance like TDS, PF, & PT.
- Participate and represent Saksham in the audits as required.
- To deal with the company's bank in respect of payments and receipts, to ensure that all bank accounts statements are regularly reviewed and reconciled.
- Advisor to management on financial & compliance matters.
- Any other work as assigned by the Programme Director.

Qualifications:

MBA in Finance/ Chartered Accountant/ M. Com with at least 5-7 years of work experience at a managerial level (Finance and Administration).

Preference will be given to candidates having in depth knowledge of rules & regulations of Government of India and some demonstrable experience of handling large projects in the development sector (dealing with multiple audits, preparing utilization certificates, fund requests etc.)

Essential skills:

- Proficiency in using computer. Knowledge of MS Office-Word, Excel, Tally.
- Should be internet savy and technologically advanced.
- Excellent Administrative skills
- Excellent communications skills in English (verbal and written).
- Ready to travel within country

Application Procedure

Please click the following link to apply- <https://forms.gle/dLR6HFW8Lho5aHyF6>