

	Name of the post	No of vacancies	Duration of the employment	Remuneration
	Sr. Accounts Executive	1	12 Months	Rs.55,000- Rs. 58,500

POST OF SR. ACCOUNTS EXECUTIVE

JOB PROFILE:

- Work along with the Programmatic Team to develop budgets for partnerships.
- Supervise the work of the team members.
- Provide handholding and assistance regularly.
- Scheduling meetings and reviews with the team to share feedback and suggestions.
- Managing accounts related activities such as raising bills, invoices and reimbursements for expenditures incurred by different projects.
- Preparing regular reports (e.g. expenses and office budgets) and organizing company records.
- Facilitate documentation of utilization of allocated funds.
- Working alongside the TISS accounts section for the smooth functioning of the project.
- 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.
- Maintaining Statement of Expenditure and coordinating with Funder on a monthly basis for the same.

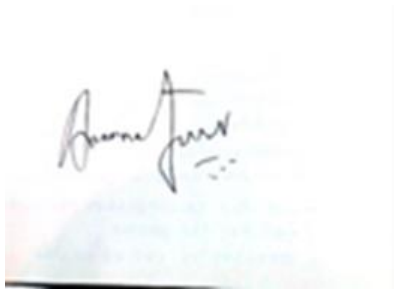
DESIROUS CANDIDATE MUST:

- Masters in Commerce and related disciplines with 55% marks plus 8 years of work experience OR Bachelor's degree in Commerce and related disciplines with 55% marks plus 15 years of work experience.
- Good administrative skills in order to manage the work of the project and liaison with TISS accounts department.
- Good budgeting and accounting skills.
- Communication skills in English and Hindi, both spoken and written, is a must. Proficiency in Marathi language would be considered as a plus point.
- Good knowledge about UN agencies and other funding agencies accounting procedure and able to work in UN agencies portal.
- Minimum 3 years UN budgeting and reporting experience is must.
- Should have minimum 5 yrs experience in an academic Institute.
- 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, FCRA and all essential Audit Norms.
- Willingness to travel, stay in locations outside of Mumbai, as the need arises.

Interested candidates may send their resume to icallhelpline@gmail.com on or before **10th April 2024** with a subject line “**Application for the post of** _____”. Late applications shall not be entertained. Only shortlisted candidates will be called for an interview at TISS.

For enquiries, contact;

icallhelpline@gmail.com



Programme Director and Assistant Professor

iCALL Psychosocial Helpline

Tata Institute of Social Science