Tata Institute of Social Sciences
The Global Fund to fight AIDS TB & Malaria
Round 7, HIV/AIDS Counselling Programme-Saksham
Sion-Trombay Road, Deonar
Mumbai-400088

Name of the Post : Finance Assistant
No. of Post : 01
Location : Mumbai
Duration : Till March 31, 2015
Last Date : August 12, 2014
Email : hr.gfatm1@gmail.com
Remuneration CTC: Rs. 18,000 - 20,000/- per month

Tata Institute of Social Sciences (TISS) is the Principal Recipient (PR) for ‘The Global Fund to fight AIDS, TB & Malaria, Round 7, HIV/AIDS Counselling Programme’-Saksham. This project strives to strengthen human capacities of the national health system to undertake quality counselling for HIV and thereby support the HIV prevention, care and support objectives of the National AIDS Control Program (NACP), through measurable impact. For more information on Saksham, kindly visit the website www.tissgfatmr7.com.

The ‘Finance Assistant’ will report to the ‘Deputy Finance & Accounts Manager’, Saksham.’

The roles and responsibilities for the position are detailed as below:

1. Provides day-to-day financial & accounting support using an advanced knowledge of Excel skills and analysis;
2. To apply basic accounting knowledge and techniques to all areas of work, including the production of journals, routine costing and variance analysis.
3. To analyze basic financial information in response to queries from Managers, suppliers and customers.
4. To identify and resolve errors and discrepancies.
5. To be able to process high volumes of information while also evaluating the data’s relevance for inclusion in costing and other reports.
6. To plan, organize and manage own workload to ensure your contribution to the project’s monthly financial reporting process is achieved in a timely and accurate manner.
7. To input accounting data into the accounting system with speed and accuracy.
8. To undertake periodic audit of own work and report on areas of possible improvement, Bank reconciliation, fund disbursement to all partner institutes.
9. To be guided by standard procedures, good practice & precedents and is expected to understand what results or outputs are required.
10. To ensure that work is performed in accordance with Trust processes and procedures and to refer to line managers for guidance as required.
11. Assists in troubleshooting and resolving ledger and budget account issues;
12. Reviews all proposals for accuracy, completeness, and compliance to grantor and University requirements and regulations.
13. Any other task assigned by your Supervisors.

Qualifications:
- Bachelor's degree in accounting, finance or other business related field or the equivalent combination of education, training and experience from which comparable skills can be acquired.

Essential skills and requirements:
- Basic knowledge of accounting or financial principles
- Three years’ accounting & bookkeeping experience or the equivalent combination of education & experience;
- Working knowledge of MSOffice, Excel
- Familiarity with financial reporting and forecasts.
- Good verbal and written communication skills in English

Application Procedure
Please send the following documents by e-mail to hr.gfatm1@gmail.com along with the following subject line as ‘Finance Assistant, Saksham:
1. A Cover Letter
2. Your updated Curriculum Vitae with your academic record and experience.

**********Only those short-listed for interview will be contacted.**********