

**TISS PROJECT-BASED POSITION/CENTRE FOR EXCELLENCE IN
CSR/ADVERTISEMENT / 07 Jan 2025**

CALL FOR APPLICATIONS

Account Assistant

**CENTRE FOR EXCELLENCE IN CSR, TATA INSTITUTE OF SOCIAL SCIENCES
(TISS), MUMBAI**

| SI. NO | POSITION TITLE | NO. OF POSITIONS | DURATION | SALARY |
|---------------|-----------------------|-------------------------|--|--|
| 1 | Account Assistant | 2 | 4 Months (Maybe extended thereafter based on performance of the candidate) | INR 30,000/- per month (all-inclusive) |

To Apply:

Candidates interested in applying for the position may write to [cecsr <recruitment.cecsr@tiss.ac.in>](mailto:cecsr_recruitment@tiss.ac.in) with a one-page statement of purpose and an updated CV. Please mention 'Application for Account Assistant CECSR' in the subject line of your email. Last date for receipt of applications: 7 days from the publication date of this advertisement. Date of Interview: Shall be communicated only to shortlisted candidates.
Please note: This is a project-based position. Extension of contract is based on project requirement and availability of funding.

**DESCRIPTION OF RESPONSIBILITIES AND REQUIRED QUALIFICATIONS –
ACCOUNT ASSISTANT**

| Description of Responsibilities | |
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| | <ul style="list-style-type: none">• Proficiency in MS Office, Internet and usage of various software systems such as an ERP.• Sound knowledge of GST & GST related law.• Finance related work like coordination with Bank & Bank Reconciliation.• Excellent knowledge of accounting standards and tax rates.• Proficient in verbal and written communication in English. Involved in finalizing in all the audits/appeal.• Verification and processing of payments with timely turnaround.• Raising of invoices to clients & ensuring recovery of client receivables. Responsible for complete payroll.• Proven track record of managing key accounts• Handling all accounts related work of the centre.• Handling and all the bank transactions of the centre. |

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| | <ul style="list-style-type: none"> • Invoicing to corporate and ensuring the amount are properly debited or credited from accounts. • Financial and budgeting skills. • Conduct data analysis to derive actionable insights and contribute to the preparation of reports, presentations, and other project deliverables. • Perform additional duties as required, aligning with individual skills, experience, and the evolving needs of the project. • Demonstrate proficiency in multitasking, efficiently managing various activities within specified timeframes. • Adapt to working in both offline and online modes, ensuring seamless collaboration and productivity regardless of the operational environment. • Perform additional tasks and duties as delegated by the Project Leader. |
| <p>Qualifications and Additional Skills</p> | <ul style="list-style-type: none"> • At least a Bachelor’s degree (Completed). • 02-03 years of experience of having worked in Account Positions in Government/NGO/Private. • Candidates should have good command over spoken and written English. • Excellent Organizational Skills • Ability to work under pressure and meet deadlines • Working capacity with Computers- Windows, Outlook, Internet and other soft skills & ERP. • Knowledge of database management and data entry operations • Proficiency in documentation • Ability in ICT usage |