

**Date - 12/7/2022**

### **Accounts Assistant for Project Pragati**

The AA will be responsible for maintaining accounts, documentation, logistic support to the project team and any other account related issues assigned by the project leader. The AA would be reporting to the Project Leader and the relevant section heads of the institute. Other duties and responsibilities may be assigned by the project leader. Work requirements and schedules may be discussed with the project leader to ensure that the work priorities can be accomplished within the scheduled time.

Essential Qualifications:

Qualification and experience: 50 % in Bachelors of Commerce/Masters of Commerce, minimum three years of work experience in the Accounts and Finance.

Good knowledge of finalisation of accounts of charitable organisations, charitable trusts/Statutory requirements.

Good knowledge of maintenance of books of accounts as per accounting norms

Knowledge of budgeting and multiple accounting and finance management

Experience in working on ERP software

Proficiency in word, excel, tally and power point

The candidates should be based in Mumbai

Application Process:

Candidates are requested to apply online through the link provided along with this advertisement on the Institute Website: [www.tiss.edu](http://www.tiss.edu)

Candidates are required to take a print of acknowledgement of online application and keep it for future reference.

Shortlisted candidates may be invited for written/personal/interaction/skill test for evaluating their proficiency and skills.

Only shortlisted candidates will be contacted/no mail will be entertained from the non-shortlisted candidates

Selected candidates are expected to join duty within 7 days.

Last date to apply for the position is 16<sup>th</sup> July 2022.

Salary for the mentioned project will be between 30,000-35,000/-

- Project leader

