



**TATA INSTITUTE OF SOCIAL SCIENCES**  
**V.N. Purav Marg, Deonar, Mumbai 400 088**  
(A Deemed University under Section 3 of the UGC Act, 1956)

**Vacancy for Programme Manager – Accounts in National University Students’ Skill Development Programme (NUSDD), TISS**

Tata Institute of Social Sciences (TISS) has embarked on an innovative skill development programme for university students called the National University Students’ Skill Development (NUSDD) Programme. The NUSDD Programme aims to help aspiring students gain skills that make them employable; skills that could help secure their future, and give them an equal chance at a sustainable job or livelihood. For more details, please visit <http://nusdd.tiss.edu/>

Applications are invited for the post of Programme Manager - Accounts of NUSDD. He/ She is expected to look at NUSDD Accounts operations. The Programme Manager– **Accounts** is expected to lead by an example and exhibit strong leadership skills. Strategizing and speed of execution would be key areas of focus.

**Number of position:** 1

**Locations:** Mumbai

**Duties & responsibilities:**

1. Facilitate ongoing accounts operations such as Salary processing, Reimbursement processing, Vendor payment processing, Advance payments and settlements and so on
2. Facilitate documentation of utilization of allocated funds
3. Ensure that Accounting standards are followed and applied in the processes of the organization
4. Ensure good governance practices are implemented and followed in the organization
5. Reconciliation of budgeted and actual spends on a fortnightly basis
6. Preparing projections of planned expenditure on a quarterly basis
7. Establish systems, processes and automation for seamless delivery of accounts functions
8. Training and capacity building of the accounts team
9. Create a knowledge repository of accounts best practices
10. Introduce innovative and efficient mechanisms of expediting accounting processes across various functions in the organization
11. Build scalable systems to support expansion of programme univers

**Professional Requirements:**

1. The candidate must be a Chartered Accountant with at least 6-7 years of experience in mid-sized to large companies.
2. Should have worked in a complex organization and handled teams with critical deliverables
3. High proficiency in computer based applications such as MS Office, Tally etc.
4. Good documentation skills to prepare reports, proposals, plans etc. for stakeholders at all levels
5. Excellent presentation & communication skills in English, both spoken and written communication.

**Experience:** At least 6 - 7 years of work experience.

**Salary:** As per Experience

**Type of Contract:** Temporary / Project staff

**Interested candidates** may send their Resumes/CVs along with their letter of interest explaining in not more than 350 words each on the following questions:

1. What drives your interest in working for this project?
2. What innovation / best practices would you bring to the accounts function in NUSSD

Kindly apply with the subject line – ‘Application for the position of Programme Manager – Accounts, NUSSD’ and email it to [cv-nusssd@tiss.edu](mailto:cv-nusssd@tiss.edu)

**Last date of receiving application: August 22nd, 2017, till 5:00 PM**  
Shortlisted candidates will be called for an interview through phone and email.  
**The selected candidates have to join immediately.**