



**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 Assistant Programme Officer – Finance & 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 Assistant Programme Officer - Finance & Accounts of NUSDD. He/ She is expected to look at NUSDD Accounts operations.

**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. Liaison between the Project accounts department and the main accounts department.

**Professional Requirements:**

1. The candidate must be a B.com with at least 2-3 years of experience in mid-sized to large companies.
2. High proficiency in computer based applications such as MS Office, Tally etc.

3. Good documentation skills to prepare reports
4. Decent communication skills in English, both spoken and written communication.

**Experience:** At least 2-3 years of work experience.

**Salary:** 18000 - 22000 (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 Assistant Programme Officer – Finance & Accounts, NUSSD’ and email it to [cv-nusssd@tiss.edu](mailto:cv-nusssd@tiss.edu)

**Last date of receiving application: August 30th, 2022, till 5:00 PM**

Shortlisted candidates will be called for an interview through phone and email.

**The selected candidates have to join immediately.**

**Project Leader**