



Name of the Post : Finance & Admin Manager, Saksham

Location : Mumbai.

Duration : March 2021

Email : hr.sakshamp@gmail.com

Remuneration CTC: Rs. 1,00,000- 1, 15,000/- per month.

Last Date of Application: 11th October, 2019

Saksham which means "Capable" or "Self- reliant" in Sanskrit is a TISS field project comprising of two projects: Saksham Pravaah & Saksham Prerak. Saksham Pravaah implements counselling services for Drug Resistant (DR) TB patients in collaboration with the Central TB Division, Government of India, supported by the Global Fund. The programme is supported by the Global Fund for AIDS, TB and Malaria and was initiated in August 2014. It is currently being implemented across 4 states.

Saksham Prerak, in collaboration with the National AIDS Control Programme (NACP) aids to build capacities of 9000 HIV counsellors & 30000 Auxiliary Nurse & Midwife across India. Tata Institute of Social Sciences has established 10 Regional Training Units to conduct these training programmes.

Terms of Reference for the position of Finance and Administration Manager, Saksham.

The Finance & Admin Manager is expected to take charge of the following tasks:

- Head the finance and administration team of Saksham **for both the Saksham projects.**
- Be responsible for entire accounts & finance functions, admin functions and procurement activities in accordance with programme policy.
- Prepare monthly financial reports, quarterly finance reports and internal management reports for the Programme Director containing budget to actual expenditure information in accordance with the funding agency.
- Ensure compliance and consistency with financial policies and procedures of the programme.
- Certify employee salaries and expense reimbursements.
- Ensure timely payment to all payees and updating records.
- Develop budgets for programme activities and extension.

- Be responsible for the IT resources, maintaining and reviewing the most appropriate and efficient systems.
- Participate and represent Saksham in the audits as required.
- To deal with the company's bank in respect of payments and receipts, to ensure that all bank accounts statements are regularly reviewed and reconciled.
- Any other work as assigned by the Programme Director.

Qualifications:

MBA in Finance/ Chartered Accountant/ M. Com with at least 5-7 years of work experience at a managerial level (Finance and Administration).

Preference will be given to candidates having in depth knowledge of rules & regulations of Government of India and some demonstrable experience of handling large projects in the development sector (dealing with multiple audits, preparing utilization certificates, fund requests etc.)

Essential skills:

- Proficiency in using computer. Knowledge of MS Office-Word, Excel, Tally.
- Should be internet savvy and technologically advanced.
- Excellent Administrative skills
- Excellent communications skills in English (verbal and written).
- Ready to travel within country

Application Procedure

Please send the following documents by e-mail to hr.sakshamp@gmail.com along with the following subject line as '**Finance & Admin Manager – Saksham**'

1. A Cover Letter
2. Your updated curriculum vitae with your academic record and experience.