

College of Social Work (Autonomous), Nirmala Niketan Institute, Mumbai
invites application for short term project-based staff
Name of the Project: Saksham Pramaan – Targeted Interventions and Link Worker
Scheme Evaluation for National AIDS Control Programme (NACP)

Name of the Post: Finance and Admin Officer (FAO)
No. of Post: 01
Location: Mumbai
Salary: 25,000 p.m.
Last date of application: 31st August 2022
Duration of Employment: 15th September 2022 to 31st March 2024

Terms of Reference for the position of Finance and Admin Manager, Saksham Pramaan

- Checking of Bills or Supporting Vouchers in support of expenses incurred for the project by staff and trainees
- Process payment of vendors, employees, etc and check all related supporting documents and papers.
- Prepare Progress Update report quarterly/bi-annually.
- Prepare Bank Reconciliation Statement on monthly basis.
- Deduct correct tax at source for any vendor payment.
- Prepare challan & deposit the tax deducted at source within the due date.
- Prepare TDS statement on a Monthly Basis for vendors and staff on regular basis.
- Prepare Comparative Statement, Check & finalize before issuing Purchase Order.
- Assist the Senior Finance & Admin Manager in preparation of Monthly reports & time to time.
- Prepare and share periodic reports to funding agency in prescribed format.
- Prepare Forecast and funding requirement on periodic basis for effective functioning
- Assist funding agency in carrying out internal audit.

Skills and Abilities:

- Well organized with good verbal, written, and interpersonal skills
- Organize tasks, set priorities, meet deadlines, and manage multiple tasks
- Respond appropriately to evaluation and changes in the work setting

Candidates should have at least 2-4 years' experience in finance & admin and understanding of procurement, non-profit accounting; and expertise in Excel, Tally, and ERP.

Desired qualifications

- Degree in finance, accounting, or related field
- A minimum of 2-4 years-experience accounting & finance

Send your CV and cover letter to: reachout2reny@gmail.com