



**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 Admin cum Accounts Manager in National University Students' Skill Development Programme (NUSSD), TISS**

Tata Institute of Social Sciences (TISS) has embarked on an innovative skill development programme for University students. TISS has collaborated with several Universities across the country to help aspiring students gain skills that make them employable; skills that could help secure their future, and give them an equal chance and a sustainable job or livelihood. For more details, please visit <http://nussd.tiss.edu/>

TISS has entered into a MoU with the Govt of Andhra Pradesh to deliver the Andhra Pradesh University Students Skill Development Programme, which is spread across 100 colleges in 13 districts of Andhra Pradesh<sup>1</sup>. The programme is well into the third year of implementation. It is planned to set up a Project Office in Vijayawada with a State Programme Manager and a lean administrative team supporting the office.

Applications are invited for the post of **Admin cum Accounts Manager** to be based at Vijayawada. The incumbent is expected to look at the day to day Accounting and Administrative operations across the region.

**Number of position:** 1

**Locations:** Vijayawada

**Experience :** At least 3-4 years of work experience.

**Salary Range :** Rs.30,000 - 40,000 (Depending on qualification and experience)

**Type of Contract:** Temporary / Project staff (For a period of One year)

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1 <http://www.ap.gov.in/wp-content/uploads/2015/10/AP-signs-MoU-with-TISS-5-9-2015.pdf>

**Duties & responsibilities:**

1. The incumbent will act as the point of contact for all the employees, providing the administrative support and managing their queries.
2. Responsible for preparing regular reports (e.g. expenses and office budgets) and organizing company records.
3. Facilitate documentation of utilization of allocated funds Facilitate ongoing accounts operations such as salary processing, reimbursement processing, vendor payments processing, advance payments and settlements and so on.
4. Ensure that Accounting standards are followed and applied in the processes of the organization
5. Ensure that good governance practices are implemented and followed in the organization
6. Reconciliation of budgeted and actual spends on a fortnightly basis
7. Liaison between the Project accounts department and the main accounts department.

**Professional Requirements:**

1. The candidate must be a M.com or equivalent qualifications with at least 4 years of experience in mid-sized to large companies.
2. High proficiency in computer based applications such as MS Office, Tally etc.
3. He/ She should be well versed with all tax implications as per Government of India Norms and all essential Audit Norms.
4. Good documentation skills to prepare reports, proposals, plans etc. for stake holders at all levels
5. Excellent communication skills in English, Telugu & Hindi both spoken and written.
6. Willingness to travel, stay in locations that may not have the best facilities is desirable.
7. Quick learning and fast situational response

**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.

Kindly apply with the subject line – ‘Application for the position of Admin Cum Accounts Manager – AP ’ and email it to [cv-nussd@tiss.edu](mailto:cv-nussd@tiss.edu)

**Last date of receiving application: March 30th, 2018, 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**