



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

(Declared as a Deemed to be University under Section 3 of the UGC Act 1956,
a grant-in-aid Institute under Ministry of Education, Government of India)

TISS/ADVT/SR.A/C./SMLS/FEB./2025

24th February, 2025

Advertisement for the post of ‘Senior Accountant’ in the School of Management and Labour Studies, TISS

The Tata Institute of Social Sciences (www.tiss.ac.in), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2024.

With four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 47 Masters’ Degree programmes and 20 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 32 Bachelor of Vocational degree programmes.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

The School of Management and Labour Studies (SMLS) at TISS provides quality human service professionals for a variety of stakeholder groups in the development process. The SMLS diversified to develop innovative teaching and research programmes that address wider social issues and realities with a special emphasis on the marginalised and vulnerable groups. It offers 5 M.A./M.Sc. programmes viz. Human Resources Management and Labour Relations, Social Entrepreneurship, Organisation Development, Change and Leadership, Labour Studies and Practices, and Analytics. In addition, it also offers Executive PG Diploma programme in Human Resources Management, Organisation Development, Change and Leadership, Executive PG Diploma in Analytics and an online programme in Social Entrepreneurship. The school is involved in research, innovation, and consultancy through its various centres.

The School of Management and Labour Studies invites interested candidates to apply for the below position to be filled on contract for a period of one year initially and is extendable based on performance of the candidate and requirement of the institute.

Position Title: Senior Accountant (Contractual)

Monthly Remuneration: Rs. 50,000 (Consolidated)

Minimum Qualification – A Bachelor's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed at the Bachelor Degree in Commerce/Management (or equivalent). The candidate must have minimum of 5 years of work experience in the relevant field with Bachelor's degree.

The candidate with experience of managing accounts and finance in education sector would be preferred.

Key Roles and Responsibilities:

1. Accounting and Reporting:
 - o Record and report financial transactions in a systematic manner in compliance with institutional Standard Operating Procedures (SOPs).
 - o Ensure the accuracy and completeness of daily, monthly, and quarterly expenditure reports, supported by proper documentation.
 - o Prepare monthly financial reports, including budget-to-actual expenditure analysis and variance reports for internal management.
2. Budgeting:
 - o Assist in developing budgets for programme activities, events, conferences, and workshops.
 - o Participate in the annual budgeting process and provide support in monthly activities.
3. Fee Reconciliation:
 - o Monitor fees received from students and prepare periodic statements.
4. Fixed Asset and Inventory Management:
 - o Maintain records for fixed asset accounting and ensure inventory costing and control processes are effectively managed.
5. Financial Analysis and Reporting:
 - o Monitor overheads and perform monthly variance analysis.
 - o Prepare Management Information System (MIS) reports and provide necessary financial data to higher management.
6. Regulatory Compliance and Liaison:
 - o Ensure compliance and consistency with financial policies and procedures of the institution and regulatory bodies.
 - o Prepare financial and accounts statement to coordinate with government agencies such as UGC for grant disbursements, submission of utilization certificates, and expenditure statements against sanctioned budgets.
7. Audit and Internal Controls:
 - o Address queries during statutory and internal audits.
 - o Ensure the maintenance of robust internal controls to mitigate risks and comply with financial regulations.
8. Stakeholder Communication:
 - o Conduct variance analysis to compare actual vs. budgeted figures and present findings to stakeholders.
 - o Provide data and financial insights to Programme/Project Directors and other relevant authorities.

Application Fee: Application Fee of Rs 500/- to be paid online. Application fee for SC/ST/PWD candidates will be Rs 250/-, if they upload the required Certificate in the Online Application Form. Woman applicants are exempted from the payment of application fee. The application will be valid only on receipt of application fee for those who are required to pay. Fee once paid, shall not be refunded under any circumstances.

Last date for submission of online application is 15th March, 2025

Application Process and Interview:

- (a) Candidates are requested to apply online through the link (Apply now) provided along with this advertisement on the Institute website www.tiss.edu.
- (b) Candidates must provide their mail ID in the Online Application Form.
- (c) Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
- (d) Short-listed candidates may be invited for Interview at the Institute premises

Other Conditions:

- a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview, who may not have applied for the vacancy as per the above procedure.
- b) Since applications received will be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- c) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
- d) No queries or correspondence regarding issue of call letter for interview/selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.
- e) It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying in accordance with the prescribed qualifications, experience etc, and submit his/her application duly filled-in along with the desired information and documents as per the advertisement. Suppression of facts & information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, the appointment shall be liable to be terminated forthwith as per this clause.
- f) In case of any ambiguity in the Recruitment Rules in general and eligibility in particular for any post, the decision of the Institute shall be final.
- g) No TA/DA is payable for appearing for the interview, if the interviews are held at the Institute's premises.
- h) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

The candidate is expected to join the position within 10 days of selection.

Officiating Registrar