



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

ADVT/ TISS/ADMN/CEIAR/January/2021

4 January, 2021

Required Senior Finance and Admin Manager for CEIAR, TISS

The Tata Institute of Social Sciences (TISS) was established in 1936 and was awarded the ‘Deemed to be University’ status in 1964. TISS is fully funded by the University Grants Commission, Government of India and operates from its main campus in Mumbai, and the off-campus at Tuljapur, Guwahati and Hyderabad. Currently the Institute offers **52** Masters’ Degree programmes and 18 M. Phil. and Ph. D. programmes in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Education, Public Policy, Public Health, Human Resource Management, Labour Studies, Media and Culture, Applied Psychology, Disaster Studies, and Habitat Studies. BA degree programs in Social Sciences and Social Work are also offered from its off-campus. A high degree of freedom and autonomy shape the positive work ethos and culture of the Institute facilitating strong linkages between teaching, research, field action and dissemination. The Institute provides significant space and resources for basic and policy research and nurtures multiple research collaborations with some of the best universities and institutions across the globe. TISS provides work opportunities to scholars committed to creating a just society through education, generation of knowledge and field action.

The **Centre for Education Innovation and Action Research (CEIAR)** is an Independent Centre at TISS Mumbai which was established in 2015 to engage with and promote innovation in school curriculum, teacher education and higher education curriculum and pedagogy. The Centre incubates and promotes innovations that address the needs of India education to raise quality and standards and relevant to the developing world, and the innovative use of new technologies and media. The Centre is actively engaged in research, development, teaching, field action/action research and advocacy and offers opportunities for national and international collaboration, innovation and excellence in teaching and research. The Centre offers MA Education, BEd MEd (Integrated, NCTE recognised) and MPhil and PhD in Education. It also offers short term, blended and online courses and programmes: The Reflective Teaching with ICT for inservice teachers and teacher educators and the Post Graduate Certificate in Education Perspectives and Research for Teacher Educators and Administrators.

The Centre’s flagship action research programme, the Connected Learning Initiative (CLix), is focussed on the development of and use of technology and new media in school curriculum and teacher professional development. CLix was awarded the UNESCO-King Hamad Prize for the Use of ICTs in Education (2017 edition) also Open Education Awards for Excellence Resources, Tools and Practices under the category of Open Collaboration in 2019 from Open Education Consortium-

www.clix.tiss.edu

Since 2019 a new Centre of Excellence in Teacher Education (CETE) is under development with support from Tata Trusts. This initiative proposes to engage with teaching, research, policy advocacy and collaboration to revitalize the sector of teacher education in India.

Applications are invited for one post of “**Senior Finance and Admin Manager**” to be filled on contract basis till 31st May 2023, which may be extended based on performance, review and need of the project.

Key Responsibilities:

- Responsible for preparing budgets for various proposals.
- Responsible for complete maintenance of Accounts / Day to Day Accounting of expenses, cash and bank. Handling of petty cash.
- The person will ensure that effective management systems are in place for the programme to continuously adapt and improve.
- Preparing of MIS, Budget, monitoring of all grants/projects and partners accounts, cash flow statements and projections
- The person will ensure that effective fund management and utilisation systems are in place for the projects to continuously adapt and improve.
- Liason with auditors for getting the grants utilization certificates.
- The person will be responsible for administering the funds according to the approved budget and report effectively to the donor, in consultation with the Programme Director.
- The person will perform any other task as assigned by the Programme Director.
- The person will be expected to handle/supervise the financial planning, accounting & administrative matters and interact with TISS accounts for submission/release of funds

Qualifications and Experience:

Bachelor/Master's Degree in Commerce /Management (Finance) / CA plus 3 to 5 years of Post Qualification Experience (preferably in NGO sector) handling financial planning and analysis, grant management, accounts reconciliation, bank reconciliation etc.

Skills and competencies required:

- Working knowledge of Tally ERP 9
- Knowledge of GST and Income Tax.
- Strong people management skills, ability to monitor multiple streams of work and co-ordinate staff
- Highly motivated; strong analytical skills and ability to work under pressure
- Good verbal and written communication skills and liaison with TISS finance and accounts section
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Remuneration: The gross monthly remuneration for the position will be Rs.75,000 to 100,000. Offers shall be commensurate with the qualifications, experience and salary history of the selected candidate.

Location: Mumbai, with frequent travel to implementation sites.

Application fee: The application fee of Rs 1000/- to be paid online. The SC/ST/PWD candidates are required to pay fees of Rs. 250/- if they attach the required certificate to the online application form. The women candidates are waived from the payment of application fees. The application will be valid only on receipt of the application fee for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

Other conditions:

- 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.
- Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- The position is unreserved, but candidates belonging to reserved category can apply.
- 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.
- The institute reserves the right to relax qualification of the candidate based on the work experience.
- No TA / DA is payable for appearing for the interview.
- 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).

Application process and interview:

1. Candidates are requested to apply online through the link (**Apply now**) provided along with this advertisement on the Institute website www.tiss.edu.
2. Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
3. Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the the online interview to be held between **the first week of February 2021**.

The last date for receipt of online application: 20th January 2021.

Selected Candidates are expected to join within 15 days of their selection.

**Sd/xxx
Registrar**