



## **JOB DESCRIPTION – Accounts cum Admin Assistant.**

**Number of Positions:** 1

**Job Title:** Accounts cum Admin Assistant.

**Project Name:** Help Desk of Resource Cell for Juvenile Justice (FAP of CCJ, SSW, TISS)

**Report to:** Project Director

**Location:** Mumbai, Maharashtra.

**Contract Duration:** 12 Months (Extendable based on performance and project requirement)

### **Educational Qualification and Experience:**

- Bachelor's Degree in Commerce (B. Com.) or allied disciplines and 02 years of work experience in accounting field

OR

- Master's Degree in Commerce (M. Com.) or allied disciplines.
- Preference shall be given for Candidates having good knowledge of accounts, and experience in working **in ERP environment.**
- The candidate should have proficiency in Word, Excel.
- Communication skills in English and Hindi, both spoken and written, is a must. Proficiency in Marathi language would be considered as a plus point.

### **JOB PROFILE:**

- Maintaining accounts, documentation, logistic support to the project team and any other account related issues assigned by the Programmatic Team.
- Assisting in recruitment and onboarding.
- Preparing and managing the office notes and Meeting minutes.
- Managing calendar as well as associated operations. Other tasks such as booking conference halls as well as audiovisual equipment, preparing documentation, etc.
- Handling management of major staff meetings and annual events of the organization.
- Manage general departmental administrative activities.
- Coordination with vendors and partner agencies.
- Update all databases and spreadsheets related to accounting and admin.
- Working alongside the TISS accounts section for the smooth functioning of the project.
- Maintaining Statement of Expenditure and coordinating with Funder on a monthly basis for the same.
- Managing accounts related activities such as raising bills, invoices and reimbursements for expenditures incurred by different projects.

- Facilitate ongoing accounts operations such as salary processing, reimbursement processing, vendor payments processing, advance payments and settlements and so on.
- Preparing regular reports (e.g. expenses and office budgets) and organizing company records.
- Facilitate documentation of utilization of allocated funds

**What we offer:**

In addition to a monthly salary of Rs. 27500/-,

- Health insurance
- Opportunity to take part in comprehensive training to enhance personal/professional growth and development.

**How to Apply:**

Send your updated CV to [rc4juvenilejustice@gmail.com](mailto:rc4juvenilejustice@gmail.com) before the 8<sup>th</sup> of June, 2024.

Due to the anticipated volume of applications, we will only be able to contact those candidates who are being shortlisted for the recruitment process.