

Vacancies for the multiple posts at iCALL Psychosocial Helpline, TISS

About iCALL: iCALL is a Field Action Project of the School of Human Ecology, Tata Institute of Social sciences. iCALL was established in September 2012 with the objective of providing accessible, affordable and quality counseling services to individuals in distress; particularly those who belong to marginalized communities. iCALL is a national-level telephonic and email-based facility that offers free counseling services to individuals in distress across the lifespan. This multilingual, free and confidential service is run by trained professionals who provide information, emotional support, therapeutic services and referral linkages.

Apart from service provision, iCALL also conducts research, capacity enhancement and awareness generation activities in the area of mental health in collaboration with State Governments, civil society organizations and international organizations such as UNOs.

iCALL is currently recruiting for the following positions for a project addressing issues of gender-based violence through capacity enhancement, research and content creation.

No	Name of the post	No of vacancies	Duration of the employment	Remuneration
1	Accountant	1	6 months	Rs. 30,000/- per month

Detailed information about the profiles:

1. Accountant

Job Profile:

- Raising the bills, invoices and reimbursements for expenditure incurred by different projects
- Working alongside TISS accounts to maintain bills and receipts for expenditure
- Preparing regular reports (e.g. expenses and office budgets) and organizing company records.
- 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.
- Ensure that accounting standards are followed and applied in the processes of the organization.
- Ensure that good governance practices are implemented and followed in the organization.
- Reconciliation of budgeted and actual spends on a fortnightly basis.
- Liaison between the Project accounts department and the main accounts department.
- Maintaining Statement of Expenditure and Coordinating with Funder on a monthly basis for the same.

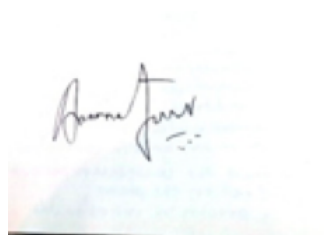
Desirous Candidates Must:

- Should be able to handle 2 projects – 3.5 days for each project per week
- The candidate must possess at least a Bachelor's degree in Commerce or relevant discipline with a minimum of 55 % of marks and two years of work experience in handling finance and administration related aspects.
- Good administrative skills in order to manage the work of the project and liaison with TISS accounts department.
- Good budgeting and accounting skills.
- Excellent communication skills and proficiency in WORD, EXCEL and related software programs such as ERP systems and FoxPro applications
- He/ She should be well versed with all tax implications as per Government of India norms and all essential Audit Norms.
- Good knowledge of English and Hindi, both spoken and written.
- Willingness to travel, stay in locations outside of Mumbai, as the need arises.

Desirous candidates may send their résumé to icallhelpline@gmail.com before **20/07/2022** with a subject line **Application for the post of (specify the post) – July 2022.** Please mention the name of the position you are applying for in the subject line. Late applications shall not be entertained. Shortlisted candidates will be called for an online interview.

For enquiries, contact;

icallhelpline@gmail.com



Madhuri Tambe

Programme Associate

iCALL Psychosocial Helpline
Tata Institute of Social Sciences

Dr. Aparna Joshi

Programme Director and Assistant Professor

iCALL Psychosocial Helpline
Tata Institute of Social Science