

TATA TRUSTS

Role Details		
1.	Role	Executive, Individual Grants Education
2.	Grade	Equivalent to 7
3.	Program	Individual Grants, Education
4.	Location	Mumbai
5.	Nature of Employment	FTE-3 years
6.	Reporting to	Senior Manager – Individual Grants Programme

Role Overview:
Support the end-to-end administration processes for Individual Grants Education programs across Tata Trusts offering scholarships, research scholarships, loan scholarships and grants. Depending on the scheme the process stages cover issuance of advertisements, scrutiny and shortlisting of applications, holding interviews as may be applicable, disbursements.

Key Responsibilities:
1. Ensure that all data is accurately captured and regularly updated on the platform (Fluxx, Genesis or equivalent).
2. Review and verify data and supporting documents submitted by applicants for completeness and accuracy.
3. Respond to applicant queries and coordinate with applicants as required throughout the application and selection process.
4. Maintain accurate and updated records of applications, approvals, and disbursements.
5. Track expenditures against approved budgets and flag variances
6. Support IGP team in developing budgets as part of workplans

Stakeholders	
Relationship (within organization)	Finance & Accounts teams
Relationship (outside organization)	Applicants, Educational Institutions

Skills & Competencies:
- Strong attention to detail, documentation skills, and ability to multitask. - Proficiency in MS Excel Competencies & Skills - Effective communication, teamwork and coordination skills across internal and external stakeholders.
Essential Qualification & Experience:
2 to 8 years of relevant work experience in programme support, preferably in the development/non-profit sector. - Graduate/Postgraduate degree in Arts, Commerce, Development Studies, Business Administration, Finance, or related fields.