



## **Terms of Reference Finance and Admin Officer**

<b>Reporting to</b>	:	Sr. Finance & Admin Officer
<b>Duty Station</b>	:	Bahawalpur
<b>Duration and Type of Contract:</b>		Annual/Short Term
<b>Work Week</b>	:	5 (Monday to Friday) Days
<b>Work Hours</b>	:	8:30 am To 5:15 pm
<b>Grade</b>	:	C-3

### **Job Summary**

The position will be responsible for financial and administrative matters of the Food & Markets in Bahawalpur office and support the sites offices.

### **Duties and Responsibilities**

- Recording of vouchers of all expenses in ACCPAC.
- Prepare monthly cash/Bank reconciliation reports.
- Keep petty cash and Maintain cashbook.
- Prepare attendance Summary from Biometric/Manual Attendance of the staff on Monthly basis..
- Will be responsible of Tax deduction, Payments and tax statement submission.
- Prepare & Pay salaries payments of short term, Part time staff according to Contracts.
- Assist in procurements according to the programme requirement, organizational rules and policies for BWP office and other site offices as well.
- Prepare and update procurement plan of BWP Office Projects.
- Process advances, travel claims, overtime and mobile entitlements.
- Assist in record keeping and maintenance of all office assets.
- Assist in arrangement of meetings, workshops, events
- Will be responsible for good working of all office equipment/appliances like computers, Laptops, printer, Scanner etc.
- Responsible for allocations of expenses as per SOP's.
- Will be responsible for Record keeping of office inventory.
- Review of scanned Vouchers, copy on RDC and recording keeping.

### **Selection Criteria**

#### **Education, Experience & Working Knowledge**

- Masters degree or equivalent qualification in Commerce, Accountancy or Business Administration.
- One-year relevant experience in the field of accounting, finance and administration will be preferred.
- Ability to operate accounting software/ERP preferably ACCAPAC.
- Knowledge of contemporary taxation rules and experience of handling withholding tax matters. Other

#### **Skills & Attributes**

- Personnel management skills and experience;
- Good problem-solving skills and results orientation;
- Good English language reading, writing and speaking skills;
- Demonstrated interpersonal communication and leadership skills;
- Proficiency in the use of computer applications including MS Office;

- Adheres to WWF’s values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results.

HR department : Signature / Date-----  
Hiring Manager : Signature / Date-----  
Acknowledged by Employee : Signature / Date-----

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