



Terms of Reference Coordinator Finance

Reporting to	:	Sr. Manager Operations, Multan Region
Duty Station	:	Multan
Duration and Type of Contract:		Annual/Long Term
Work Week	:	5 (Monday to Friday) Days
Work Hours	:	8:30 am To 5:15 pm
Grade	:	C-1

Job Summary

The position will be responsible for Finance and Admin tasks of the assigned Projects.

Duties and Responsibilities

- Supervise the assigned projects operations team in the respective offices.
- Coordinate with the project teams and prepare Quarterly forecasts of the assigned Projects Expenditures.
- Prepare budgets for the new projects as and when required.
- Responsible for opening of cost centres of different projects according to Finance SOPs.
- Responsible for classification, allocations, and recording of expenses as per SOPs in ERP.
- Will supervise the tax statement submission of the assigned offices/Projects.
- Will ensure timely payment of EOBI of all short-term staff of the assigned offices/projects.
- Prepare financial reports of the assigned projects and variance analysis of the assigned projects.
- Prepare aging report of the assigned offices on monthly basis and ensure on time settlements.
- Ensure preparation of the assigned projects quarterly Procurement plan with the coordination of respective project Managers.
- Responsible for raising the CoFs of the assigned projects, track and follow up with donors for the project income.
- Responsible for the project documentation, maintain complete file of the project including Agreements, Amendments, Budgets, Revisions, Audit Reports, CoFs etc.
- Responsible for cost recovery and management fee recording on monthly basis according to deadlines.
- Review and edit the data received from site offices for the related projects and ensure corrections within the deadlines.
- Ensure timely submission of the financial reports of the assigned projects to the respective donors according to the agreements.
- Will be responsible for Internal and external audits of the projects as per SOPs and agreements with the donors.
- Will record income & Expenses of the projects in Sage ACCPAC where needed.
- Scan ledgers of all the projects on monthly basis and highlight anomalies and make the adjustments.
- Will be responsible for closing the projects in Sage ACCPAC when the agreements are ended with the donors and the projects are completed.
- Responsible for centralized payments through Straight to Bank facility.
- Will be responsible for data entry in the asset module for the assets related to assigned projects/offices.
- Responsible for compliance of Finance, Admin & IT SOPs of the organization in the related offices.
- Ensure timely dispatch of assigned projects financial data to Head office after review, signing, scanning and uploading on backup drives.
- Oversee the administration and operational matters of the assigned project offices.
- Review and endorse the Purchase Orders of the assigned projects for further approvals.
- Coordinate with the Technical staff for support them for the implementation of the project activities.

Selection Criteria

Education, Experience & Working Knowledge

- ACCA, ACMA, CA Inter, Master's degree in Commerce, Accountancy or Business Administration or equivalent qualification.
- At least four years relevant experience in the field of accounting, finance and administration is required.
- Ability to operate accounting software/ERP preferably ACCAPAC.
- Knowledge of contemporary taxation rules and experience of handling withholding tax matters.
- Strong grip on accounting concepts and MS Excel tools.

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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