Terms of Reference Finance and Admin Officer

Reporting to: Manager Operations SAIFP
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-3

Job Summary
The position will be responsible for financial and administrative matters of the SAIFP in Multan office and support the other SAIFP offices as per project needs.

Duties and Responsibilities
- Recording of vouchers of all expenses in ACCPAC.
- Prepare monthly cash/Bank reconciliation reports.
- Keep petty cash and Maintain cashbook.
- Handle cash payments of MTN office.
- 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 MTN office and other offices of SAIFP as well.
- Prepare and update procurement plan of SAIFP 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 a
- 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 in Regional office.

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.
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