Terms of Reference

Position Title: Sr. Finance & Admin Officer
Salary Grade: C-2
Reporting to: Manager Operations Abbottabad (Functional)
Manager Plantation Engro Project (Administrative)

Duty Station: Abbottabad
Contract Type: Long-term
Work Week: 5 Days (Monday to Friday) - 40 hours/week
Work Hours: 0830 hrs. to 1715 hrs.

Job Summary
The position will be responsible for the Finance and Administration matters of the Engro Plantation Project.

Duties and Responsibilities

- Responsible for accounting and finance matters of the office/project.
- Recording of vouchers of all expenses in ACCPAC.
- Prepare monthly cash and bank reconciliation reports.
- Prepare and forward monthly funds requisition on time.
- Keep petty cash and maintain a cashbook.
- Prepare the project’s financial report on a monthly basis.
- Prepare & Pay salaries payments of short term, Part-time staff according to Contracts.
- Responsible for internal and external Audits of the office/ projects.
- Make procurements according to the project requirement and organizational rules and policies.
- Maintain biometric attendance /attendance register and leave a record of all employees working in the respective field offices.
- Maintain a complete record of advances, medical claims, travel claims, overtime and mobile entitlements.
- Assets Management, maintenance, Tagging, Acquisition and disposals as per rules and office/project needs.
- Supervise services staff including drivers, office attendants, Watchmen and housekeepers.
- Prepare and send vehicle-monitoring sheets regularly.
- Will be responsible for office security and vigilance.
- Keep vehicles in good condition. Supervise/maintain logbooks of all vehicles and generators.
- Arrange meetings, workshops, and events as and when asked by the supervisor.
- Will be responsible for the good working of all office equipment/appliances like computers, Laptops, Printer, Scanner etc.
- Will be responsible for all office administrative matters.
- Will be the HR focal person and assist in the end-to-end employee life cycle including but not limited to new hiring, joining, resignations, and final settlements etc.
- Will be responsible for Record keeping of office inventory.
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<th>Task</th>
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<tr>
<td>Will be responsible for IT related matters of the office.</td>
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<td>Will be responsible for all Procurements as per requirements and organizational rules and policies.</td>
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<td>δ Will do the vendor’s pre-qualification, prepare approved vendors lists and maintain it regularly.</td>
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<td>δ Prepare, and review vouchers of all expenses of the projects/offices.</td>
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<td>δ Prepare withholding and sales taxes deduction detail and online uploading of tax statement.</td>
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<td>δ Review bio-metric attendance and leave records of all employees on monthly basis.</td>
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<td>δ Assist and supervise in the preparation and submission of EOBI detail on monthly basis.</td>
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<td>δ Look after and guide the team for the good working of all office equipment/appliances like computers, Laptops, Printers, Scanner etc.</td>
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<td>δ Coordinate with the project teams and prepare monthly funds forecast.</td>
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<td>δ Coordination with the project staff and execute operations related activities as per the agreed timeline.</td>
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<td>δ Provide support to Manager Operations in ensuring that all required documentation as per the guidelines of donors is maintained and adequately adhered to.</td>
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<td>δ Provide support in monitoring implementation of action / corrective action plans relative to both internal and external audits and matters highlighted in project/donor audits.</td>
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<td>δ Prepare and send monthly cash and bank reconciliation reports.</td>
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<td>δ Keep the relevant staff informed about upcoming deadlines and deliverables, thereby ensuring a smooth completion of work responsibilities.</td>
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<td>δ Working in close collaboration with other team members to manage general matters related to day to day tasks of budget utilization.</td>
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<td>δ Prepare the project’s financial report on a monthly basis and share it with Management.</td>
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<td>δ Prepare Monthly/Quarterly Financial reports and send to donor.</td>
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<td>δ Make procurements according to the project requirement and organizational rules and policies.</td>
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<td>δ Maintain &amp; monitor complete record of advances, travel claims, overtime and mobile entitlements.</td>
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δ Keep record, maintenance of all office assets and physical verification at least once a year.

δ Supervise the operations team in all the relevant matters of the region.

δ Monitor vehicle log books, and maintenance and send vehicle monitoring sheets regularly to the Administration department at H.O.

δ Ensure that all enquiries and correspondence with other departments are dealt with promptly and effectively.

Builds positive relationships with external suppliers and negotiates favorable deals.

δ Prepares procurement-related documents in line with the WWF’s applicable policies and procedures as well as donor requirements.

δ Ensures purchasing activities are on track to reach important financial objectives and cost-saving targets.

δ Initiates the change process where a strategic change in the supplier relationship is necessary.

δ Performs due diligence checks to ensure compliance with WWF’s applicable policies and donor requirements for final fund beneficiaries/payees.

δ Evaluate suppliers before making purchasing decisions – e.g., visiting suppliers’ locations and examining their products.

δ Maintains systematic filing of suppliers and procurement-related documents both hard and soft files.

**Selection Criteria**

**Education, Experience & Working Knowledge**

- Master’s degree in Commerce, Economics, Business Administration or any other related discipline.
- At least three years of relevant/similar experience in operations and large programme Management.
- Able to lead teams in diverse environments and have knowledge of business operations, taxation, procurement, HR and IT.

**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----------------------------------------------

WWF- Pakistan is an equal opportunity employer and reserves the right to amend this document from time to time, as may be required in the interests of the organization