Terms of Reference
Accounts Fellow, Lahore Office
WWF-Pakistan

Reporting to : Sr. Manager Finance
Grade / Title : Fellow, T
Duty Station : Lahore
Employment Contract : Short term contract
Work Week : 5 (Monday to Friday) Days - 40 hrs / week
Work Hours : 0830 hrs to 1715 hrs

Job Summary
The position will be responsible for financial management of Lahore & Karachi Departments/Projects management.

Duties and Responsibilities

1. Review of advances, receivables & payables on monthly basis, and their timely settlement.
2. Financial Management of Lahore departments / Karachi projects including reporting for donors.
4. Enter financial data in software.
5. Checking of employees claims, purchase orders and their posting in system.
7. Coordinate in compilation of financial data and provide accurate and up-dated financial information to senior management on a continuous basis.
8. Provide financial details as may be required for tax purposes and by auditors.
9. Coordinate external annual and project specific audits.

Selection Criteria

Education, Experience & Working Knowledge

- A well-established personal commitment to nature conservation
- Should have one of the following professional qualification:
  - Part qualified ACCA, ICMA, CA or Master’s degree or equivalent qualification
- Proficiency in the use of MS Office

Skills & Attributes

- Proven analytical and problem solving skill and results orientation
- Excellent interpersonal communication and presentation skill
- Ability to handle complexity and multi-tasking
□ 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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