Position Title: Coordinator Finance & Procurement
Salary/Job Grade: C-1
Reporting: Operations, Functional Regional Head GB), Administratively
Duty Station: WWF-Pakistan Regional Office Gilgit
Contract Type: Long-term
Work Week: 5 Days (Monday to Friday) – 40 hrhrs/week
Work Hours: 0830 hrs to 1715 hrs

Job Summary:

The position will be responsible for financial & operational matters of WWF-Pakistan Gilgit, field/site offices.

Duties and Responsibilities:

- Will be responsible for all Procurements as per requirements and organizational rules and policies.
- Will do the vendor’s pre-qualification, prepare approved vendors lists and maintain them regularly.
- Prepare, and review of all expenses of the projects/offices.
- Prepare withholding and sales taxes deduction detail and online uploading statements where applicable.
- Review bio-metric attendance and leave records of all employees on monthly basis.
- Assist and supervise preparation and submission of EOBI detail on monthly basis.
- Look after and guide the team for good working of all office equipment/appliances like computers, Laptops, printer, Scanner etc.
- Coordinate with the project teams and prepare monthly funds forecast.
- Coordination with the project staff and execute operations related activities as per agreed timeline.
- Provide support to Manager Operations in ensuring that all required documentation as per the guidelines of donors are maintained and adequately adhered to.
- Provide support in monitoring implementation of action / corrective action plans relative to both internal and external audits and matters highlighted in project / donor audits.
- Prepare and send monthly cash and bank reconciliation reports.
- Keep the relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities.
- Working in close collaboration with other team members to manage general matters related to day to day tasks of budget utilization.
- Prepare project’s financial report on monthly basis and share with Management.
- Prepare Monthly/Quarterly Financial reports and send to donor.
- Make procurements according to the project requirement and organizational rules and policies.
- Maintain & monitor complete record of advances, travel claims, overtime and mobile entitlements.
- Keep record, maintenance of all office assets and physical verification at least once a year.
- Supervise the operations team in all the relevant matters of the region.
- Monitor vehicles log books, and maintenance, sand end vehicle monitoring sheets regularly to the Administration department at H.O.
- 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.
- Procurement-related documents in line with the WWF’s applicable policies and procedures as well as donor requirements.
- Ensures purchasing activities are on track to reach important financial objectives and cost-saving targets.
- Initiates the change process where strategic change in the supplier relationship is necessary.
Performs due diligence checks to ensure compliance with WWF’s applicable policies and donor requirements for final fund beneficiaries/payees.

Evaluates suppliers before making purchasing decisions – e.g. visiting supplier’s location and examining their products.

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

**Qualification and Experience:**

**Education, Experience & Working Knowledge.**

- Master’s degree or equivalent qualification in Commerce, Accountancy or Business Administration.
- At least 4-5 years of appropriate experience in the field of accounting, finance and operations.
- Ability to operate accounting software/ERP preferably ACCAPAC.
- Knowledge of contemporary taxation rules and experience of handling withholding tax matters.

**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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HR department : Signature / Date

Hiring Manager : Signature / Date

Acknowledged by Employee : Signature / Date