Terms of Reference Coordinator Finance

Reporting to: Sr. Manager Operations, Food and Markets Programme
Duty Station: Multan, Punjab
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 financial matters of Food & Markets assigned Projects.

Duties and Responsibilities

☐ Coordinate with the project teams and prepare monthly, Quarterly and yearly forecast of expenditures in all the projects of the region.
☐ Prepare new budgets for the projects as and when required.
☐ Responsible for opening of cost centres of different projects according to Finance SOPs.
☐ Will be supervising the finance staff of the assigned projects/offices.
☐ Responsible for classification, allocations, and recording of expenses as per SOPs in ERP.
☐ Will be responsible for tax payments and statement submission for the related offices and projects.
☐ Will be responsible for EOBI payments of all short-term staff of the region.
☐ Responsible for classification, allocations, and recording of expenses as per SOPs in ERP.
☐ Responsible for opening of cost centres of different projects according to Finance SOPs.
☐ Prepare new budgets for the projects as and when required.
☐ Responsible for settlements.
☐ Scan transactions of the assigned projects/offices.
☐ Will be responsible for external audits of the projects as per agreements with the donors.
☐ Will coordinate for the Internal Audit of the related offices/Projects.
☐ Will be 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.
☐ Responsible for completion of all data entry by the sites/project offices according to timelines and data editing, Signing, Scanning and dispatch to HO.
☐ Will be responsible for allocations of the related offices/Projects.
☐ Will coordinate for the Internal Audit of the related offices/Projects.
☐ Will be responsible for external audits of the projects as per agreements with the donors.
☐ Will record income & Expenses of the projects in Sage ACCPAC and ensue asset module related transactions of the assigned projects/offices.
☐ 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 the bank payments through Cheque and online payments through Straight to Bank facility.
☐ Responsible for compliance of Finance, Admin & IT SOPs is of the organization in the related offices.

Selection Criteria

Education, Experience & Working Knowledge

☐ ACCA, ACMA, 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 supervise and manage the team effectively.
- 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.

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HR department : Signature / Date----------------------------------------
Hiring Manager : Signature / Date----------------------------------------
Acknowledged by Employee : Signature / Date----------------------------------------

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