**Terms of Reference**

Position Title : Finance and Admin Officer  
Salary Grade : C-3  
Direct/Technical Reporting : Coordinator Finance & Admin (Islamabad)  
Duty Station : Islamabad  
Contract Type : Short-term  
Work Week : 5 Days (Monday to Friday) - 40 hrs / week  
Work Hours : 0830 hrs to 1715 hrs

**Job Summary**  
The position will be responsible for assistance in financial and administrative matters of WWF-P’s Islamabad office.

**Duties and Responsibilities**

- Prepare vouchers of income / expenses / adjustments in ACCPAC.
- Assistance in preparation of monthly cash and bank reconciliation reports.
- Assistance in preparation of monthly funds requisition.
- Tax deduction, deposit and online uploading of tax statements.
- Salaries payments of short-term, part-time staff according to rules and regulations.
- Assistance in procurements according to the project / office requirements and organizational rules and policies.
- Assistance in maintaining attendance register and leave record of all employees.
- Assistance in maintaining of list of assets and reconciliation with ACCPAC report.
- Assistance in preparing vehicle monitoring sheets.
- Arrange meetings, workshops, events as and when required.
- Any other duty assigned by the supervisor.

**Selection Criteria**

**Education, Experience & Working Knowledge**

- 4-Years Bachelors Degree or Master’s degree or equivalent qualification in Commerce, Accountancy or Business Administration.
- Fresh graduate in the field of accounting / finance / business administration.
- Ability to operate MS-Office.

**Other Skills & Attributes**

- Good problem-solving skills and results orientation;
- Good English language reading, writing and speaking skills;
- Demonstrated interpersonal communication and leadership skills;

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.