**Terms of Reference**

**Position Title:** Finance Officer  
**Salary Grade:** C-3  
**Direct/Technical Reporting:** Manager Operations/Coordinator  
**Duty Station:** Karachi  
**Contract Type:** Long-term  
**Work Week:** 5 Days (Monday to Friday) - 40 hrs / week  
**Work Hours:** 0830 hrs to 1715 hrs

**Duties and Responsibilities**

- Responsible for compliance of SOP’s, rules, and guidelines of WWF-Pakistan in all financial transactions.
- Recording of expenses/Income in the EPR related to projects/offices/campaigns.
- Prepare and submit bank & Cash reconciliations on monthly basis.
- Responsible for surprise cash counts.
- Prepare monthly funds/budget requisition and submit to HO with the approval of Coordinator operations and Regional head.
- Prepare Financial reports of the assigned projects on monthly basis.
- Prepare aging reports and make necessary adjustments to settle the outstanding advances and payables within the timelines.
- Responsible for withholding of taxes as per rules, tax deposits and statements uploading in within the deadlines.
- Responsible for procurements finance related compliance regarding comparative statements, taxes, GRN, payments etc.
- Responsible for all other matters related to accounting software ACCPAC.
- Responsible for allocation of salaries, and operational expenses as per SOP’s.
- Prepare salaries of short-term, part-time staff according to rules and regulations and ensure timely payments without any delays.
- Assist in development of budgets of new projects.
- Assist in review of agreements of new projects.
- Coordinate for internal/external audits.
- Responsible for vouchers scanning, database management and uploading on server within the deadlines.

**Selection Criteria**

**Education, Experience & Working Knowledge**

- Master’s degree or equivalent qualification in Commerce, Accountancy or Business Administration.  
- 1 year's of appropriate experience in the field of accounting, finance.  
- Ability to operate accounting software/ERP preferably ACCAPAC.  
- Knowledge of contemporary taxation rules and experience of handling withholding tax and sales tax matters.  
- Previous experience of financial management of NGO/INGO.

**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;

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