Terms of Reference

Position Title: Officer Admin & Finance
Salary Grade: C-3
Direct/Technical Reporting: Sr Officer Admin & Finance
Duty Station: Sujawal
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.
- Supervise the work of all service level employees, including assistants/attendants, drivers, cleaners, and watchers;
- Report any concerns, requirements, and changes that may affect the work and safety of WWF-Pakistan;
- The position will maintain and allocate the office equipment and vehicles, boats according to the WWF-Pakistan's rules and procedures;
- The position will ensure that logbooks of office vehicles and boats engaged in the Program area are maintained;
- The position will be managing vehicle usage, ensuring all employees and drivers comply with the organization Vehicle Usage Policy, any accidents or damage are fully reported to senior management;
- Make logistic arrangements for the project staff and maintain the attendance, leave records and submit to PMU on agreed timetable and as per given format;
- The position will make sure that telephone, fax machine, and other utilities are in working order and are used judiciously;
- Managing all First Aid supplies at the office/vehicles ensuring all staff has access to any necessary medical supplies where needed while logging any use;
- The position will be responsible for preparing period budgets, doing day-to-day accounting activities timely payments, manage banking matters, dealing with the tax department and data entry in Accounting Software etc;
- The position will be responsible for facilitating or coordinating with vendors for quotations, ensure delivery of ordered items and timely payment to vendors;
- Facilitate field team in administration and financial matters;
- Complete the admin and finance related assigned tasks in the Regional office/other project office

Selection Criteria

Education, Experience & Working Knowledge

- Master’s degree or equivalent qualification in Commerce, Accountancy or Business Administration.
- 1 year of appropriate experience in the field of Admin, 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