Terms of Reference

Coordinator Tax & Finance, Lahore

Reporting to : Sr. Manager Finance
Department : Finance
WWF-Pakistan Salary Grade : C1
Employment Contract : Long -term / Annual Renewable
Work Week : 5 days (Monday to Friday)
Work Hours : 0830 hrs to 1715 hrs
Duty Station : Head Office Lahore

Duties & Responsibilities

1. Monthly/Quarterly/Yearly filing of tax statement on iris/PRA/KPRA/SRA/BRA.
2. Reconcile and generate monthly WH tax challan to deposit in Govt. Treasury.
3. Reply of tax notices / queries and liaison with tax consultant regarding in process notices.
5. Submission of yearly financial data to tax consultant for submission of Annual Tax Return.
6. Assist in preparing the Annual Budget and budget for Large Programmes.
7. Assist in preparation of monthly Financial Reports and analysis of Budget Vs Actual (Income and expenditures) both of the Organization and the Corporate Department
8. Supervise the process of invoicing & review of advances, receivables & payables on monthly basis. At least biannual stock count and control.
9. Handle the Financial Management of National Fund Raising Campaigns and other restricted projects including reporting to donors.
10. Assist in preparation of monthly & annual accounts.
11. Coordinate in internal / external audit and WWOV reporting.
12. Review & finalize presentations for internal / external use as and when required.
13. Assist in evaluation & implementation of new systems & policies.
15. Coordinate with regional Finance staff for monthly data and donor reporting.

Selection Criteria

Education, Experience & Working Knowledge

- A well-established personal commitment to nature conservation;
- Should have one of the following professional qualifications: MBA with B.Com, ACCA, M.Com with B.Com, ACMA, CA/Inter/Articles Completed
- Should have at least 4 years of relevant work experience in Finance & Accounting;
- Financial and Accounting Management;
- Project Cycle Management;
- Knowledge of accounting software (preferably SAGE ACCPAC)

Other Skills & Attributes
- Proven problem-solving skills and results orientation;
- Good English language reading, writing and speaking skills;
- Excellent interpersonal communication and presentation skills;
- Sensitivity to gender and other current social issues in countries such as Pakistan;
- A vibrant and amicable personality;
- Excellent presentation skills;
- Adheres to WWF’s values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results.
- Proficiency in the use of computer office applications on word processing, spreadsheet and presentation;

HR department : Signature / Date-----------------------------------------------
Senior Director : 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