Terms of Reference

Position Title : Finance and Admin Officer
Salary Grade : C-3
Direct/Technical Reporting : Manager Operations WRAP
Duty Station : Siran, Mansehra
Contract Type : Long-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 financial and operational matters of WWF-Pakistan Shinkiari, Siran Manshera, KPK office.

Duties and Responsibilities

- Prepare and send vouchers of all expenses of the project office in ACCPAC.
- Prepare and send monthly cash and bank reconciliation reports.
- Prepare and forward monthly funds requisition on time.
- Keep petty cash and Maintain cash book.
- Prepare project’s financial report on monthly basis.
- Will be responsible of Tax deduction, deposit and online uploading of tax statement.
- Make salaries payments of short-term, Part-time staff according to rules and regulations.
- Make procurements according to the project requirement and organizational rules and policies.
- Maintain attendance register and leave record of all employees working in project office.
- Maintain complete record of advances, medical claims, travel claims, overtime and mobile entitlements.
- Keep record and maintenance of all office assets.
- Supervise the drivers and office boy in all the relevant matters.
- Prepare and send vehicle monitoring sheets regularly.
- Keep vehicles and bikes in good condition. Supervise/maintain log books of all vehicles, bikes and generator.
- Arrange meetings, workshops, events as and when asked by the supervisor.
- Will be responsible for good working of all office equipment/appliances like computers, Laptops, printer, Scanner etc.
- Will be responsible for all office administrative matters.
- Will be responsible for Record keeping of office inventory.
- Any other duty assigned by the supervisor.

Selection Criteria

Education, Experience & Working Knowledge

- Masters degree or equivalent qualification in Commerce, Accountancy or Business Administration.
- At least 2 years of appropriate experience in the field of accounting, finance and administration.
- Ability to operate accounting software/ERP preferably ACCPAC.
- Knowledge of contemporary taxation rules and experience of handling withholding tax matters.

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.

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

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