Terms of Reference

Position Title: Finance and Admin Officer
Salary Grade: C-3
Direct/Technical Reporting: Manager Operations
WRAP Duty Station: Skardu Baltistan
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 the WRAP Project in the WWF-Pakistan Skardu 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 the project’s financial report on a monthly basis.
- Will be responsible for Tax deduction, deposit and online uploading of tax statements.
- Make salary payments of short-term, Part-time staff according to rules and regulations.
- Make procurements according to the project requirements and organizational rules and policies.
- Maintain attendance register and leave record of all employees working in the project office.
- Maintain a complete record of advances, medical claims, travel claims, overtime and mobile entitlements.
- Keep records 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 generators.
- Arrange meetings, workshops, and events as and when asked by the supervisor.
- Will be responsible for the good working of all office equipment/appliances like computers, Laptops, printers, Scanner etc.
- Will be responsible for managing procurement of goods, services and work in Baltistan offices,
- Maintain and update Procurement Plan
- 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

- Master's 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 in handling withholding tax matters.
- Equally competent candidates from Gilgit Baltistan will be preferred

Other Skills & Attributes

- Personnel management skills and experience;
Γ Good problem-solving skills and results orientation;
Γ Good English language reading, writing and speaking skills;
Γ Demonstrated interpersonal communication and leadership skills;
Γ Proficiency in the use of computer applications including MS Office;
Γ Adheres to WWF’s values: Passionate and optimistic, Challenging and inspiring, Credible and accountable, and Persevering and delivering Results.

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

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