Terms of Reference Officer Finance and Admin

**Reporting to:** Coordinator Finance  
**Duty Station:** Khairpur, Sindh  
**Duration and Type of Contract:** Annual/Long Term  
**Work Week:** 5 (Monday to Friday) Days  
**Work Hours:** 8:30 am To 5:15 pm  
**Grade:** C-3

**Job Summary**
The position will be responsible for financial and administrative matters of BMZ project in Khairpur office.

**Duties and Responsibilities**
- Coordinate with the project teams and prepare monthly funds forecast.
- Coordination with the project staff and execute operations related activities as per agreed timeline.
- Responsible for classification, allocations, and recording of expenses as per SOPs in ERP on real daily basis.
- Handle all cash and bank payments of the related offices.
- Prepare monthly cash/Bank reconciliation reports.
- Keep petty cash and Maintain cashbook.
- Will be responsible of Tax deduction, Payments and tax statement submission.
- Prepare & Pay salaries payments of short-term, Part-time staff according to Contracts.
- Prepare financial report of related project.
- Review advances and payable of the related offices, make apply documents and settle payments.
- Execute Procurements according to the requirement, organizational rules and policies.
- Responsible for arrangement of meetings, workshops, events as per project requirements.
- Prepare and update procurement plan of the related offices and Projects.
- Process advances, travel claims, overtime and mobile entitlements etc.
- Responsible for proper record keeping and maintenance of all office assets.
- Will be responsible for assets acquisition, Movement, Disposal, Verifications and management of the related Offices.
- Will be responsible for good working of all office equipment/appliances like computers, Laptops, printer, Scanner, office decorum, security and tidiness.
- Will be responsible for Record keeping of office inventory.
- Supervise support and services staff of the related offices.
- Act as focal person for HR and IT matters of the related offices.
- First-hand knowledge of IT equipment operations, installations and basic networking and sharing of IT devices.
- Prepare biometric attendance reports, Leave record and other related reports of the related office staff.
- Logistics, office vehicles and bikes management. Prepare vehicle-monitoring report on monthly basis.
- Responsible for compliance of Finance, Admin & IT SOPs is of the organization in the related offices.

**Selection Criteria**

**Education, Experience & Working Knowledge**
- 16 Year education / Master’s degree in Commerce, Accountancy or Business Administration or any equivalent qualification.
- At least one-year relevant experience in the field of accounting, finance and administration will
be preferred.
  Ability to operate accounting software/ERP preferably ACCAPAC.
  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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