**Terms of Reference Sr. Assistant Finance and Admin**

**Reporting to**: Sr Officer Finance & Admin  
**Duty Station**: Ranipur (Khairpur)  
**Duration and Type of Contract**: Long Term  
**Work Week**: 5 (Monday to Friday) Days  
**Work Hours**: 8:30 am To 5:15 pm  
**Grade**: B-1

**Job Summary**  
The position will be responsible for financial and administrative matters of Ranipur 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.  
- Review advances and payable of the related offices, make apply documents and settle payments.  
- Execute Procurements according to the programme 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 if 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**

- 14 years education in Commerce, Accountancy or Business Administration or equivalent qualification.  
- 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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