



Terms of Reference
Sr. Officer Admin & Finance
[WWF-Pakistan](#)

Department	:	Operations & Finance
Reporting to	:	Site Manager/Manager Finance
Grade / Title	:	C2/Senior Officer Admin & Finance
Duty Station	:	Dadu
Employment Contract	:	Long Term
Work Week	:	5 (Monday to Friday) Days - 40 hrs / week
Work Hours	:	830 to 1715 hrs

Working Relationships:

- External: Government Departments, Training institutions, consultants, vendors, development partners and WWF-Network
- Internal: Works closely with Manager Operations & Finance PMU, line managers, supervisors, and employees across all departments.

Job Summary

Duties and Responsibilities

The Senior Officer Finance & Administration will be responsible for ensuring efficient financial management, administrative coordination, and compliance with WWF policies and donor requirements at the Site Implementation Unit (SIU).

Key responsibilities include:

- Support the implementation of project finance and administrative systems in line with WWF policies, procedures, and donor compliance requirements.
- Coordinate recruitment, onboarding, and staff replacement processes for project offices in consultation with the HR Department.
- Supervise the biometric attendance system, leave management, and routine oversight of operations and administrative staff.
- Manage financial transactions including bank payments, cash disbursements, and petty cash in accordance with WWF financial procedures.
- Prepare, review, and verify financial vouchers and supporting documentation to ensure accuracy and compliance with organizational standards.
- Maintain financial records and ensure timely submission of financial documentation for project accounting and reporting.

- Support internal and external audits by ensuring proper documentation and compliance with audit requirements.
- Process tax payments, statutory filings, and regulatory returns in accordance with applicable laws and WWF financial SOPs.
- Oversee administrative functions including office lease agreements, service contracts, insurance coverage, vehicle management, and employee final settlements.
- Ensure annual physical verification and proper record keeping of fixed assets and coordinate IT support services for project staff.
- Maintain close coordination with WWF Finance, HR, IT, and senior management to ensure smooth operational functioning of the project.
- Ensure compliance with workplace health and safety standards and facilitate administrative arrangements to support project implementation.
- Provide operational and administrative support to regional offices and project teams as required.

Selection Criteria:

Education, Experience & Working Knowledge

- ACCA / ACMA / CA or Master's degree in Commerce, Business Administration, Finance, or a related discipline.
- At least 2 to 3 years of relevant professional experience in finance, administration, operations, or programme management in development projects or similar environments.
- Working knowledge of financial management, taxation procedures, procurement processes, HR administration, and organizational operations.
- Experience working in multidisciplinary teams and supporting project implementation in complex operational environments.

Other Skills & Competencies

- Strong personnel management and coordination skills
- Effective problem-solving ability and results-oriented approach
- Good command of English (reading, writing, and speaking)
- Strong interpersonal and communication skills
- Proficiency in computer applications including MS Office (Word, Excel, and PowerPoint)
- Experience in ODOO ERP will be asset
- Demonstrates alignment with WWF's core values: Courage, Collaboration, Respect, and Integrity
- Demonstrates WWF behaviors in ways of working:
Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly
- Adheres to WWF's brand characteristics:
Knowledgeable, Optimistic, Determined, and Engaging

Behavioral Competencies

- Excellent communication and interpersonal skills.
- High level of professionalism, integrity, and confidentiality.
- Strong analytical thinking and attention to detail.
- Collaborative, team-oriented approach with the ability to work across departments.

- Proactive, organized, and solution-oriented mindset
- Adhere to WWF's Values: Courage, Integrity, Respect and Collaboration

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