



Terms of Reference
Admin and Finance Officer
WWF-Pakistan

Reporting to	:	Coordinator Finance
Duty Station	:	Ranipur, Sindh
Duration and Type of Contract	:	Long Term
Work Week	:	5 Days (Monday to Friday)
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 the Ranipur office.

Duties and Responsibilities

- Recording of vouchers of All Expenses in Odoo.
- Scanning of All monthly vouchers before dispatching to Regional Office.
- Coordination with the project staff and execute operations related activities as per agreed timeline.
- 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, reconcile 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 of the organization in the related offices.

Selection Criteria

Education, Experience & Working Knowledge

- Master’s degree or equivalent qualification in Commerce, Accountancy or Business Administration.
- Two-year relevant experience in the field of accounting, finance and administration will be preferred.
- Ability to operate accounting software/ERP preferably Odoo.
- Knowledge of contemporary taxation rules and experience of handling withholding tax matters.

OtherSkills & 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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