

## Terms of References (TORs)

### Admin & Finance Officer

#### Position Summary:

<b>Position Title</b>	<b>Admin &amp; Finance Officer</b>
<b>Unit/Department</b>	Admin & Finance
<b>Job type</b>	Contractual
<b>Duty Station</b>	Mirpurkhas, Sindh
<b>Project</b>	Strengthening Civil Society in addressing Social and Economic challenges and increasing voice of youth following COVID 19 outbreak

#### Duties and Responsibilities

- Records all incoming and out-going letters and documents.
- Looks after all administrative affairs of the office
- Monitor administrative aspects of the regional office/staff and evaluate discipline and punctuality of the staff to the assigned tasks.
- Ensure the maintenance of attendance register in office and also confirm staff attendance level in the field.
- Responsible to supervise the work, related to purchase of furniture, office equipment, computers, vehicles/motorbikes, and miscellaneous.
- Responsible to negotiate services agreements with vendors and preparation of procurement related documents i.e. Purchase requisition, goods received note etc.
- To provide support to staff in security issues
- Organize all logistics processes, including purchasing, communications, transport and asset management as well as the related administrative procedures
- Maintain projects filing and other departmental documents
- Maintain inventory of office, stationery etc.
- Maintain the petty cash
- Keep and maintain all the accounts records in soft as well as in hard form
- To ensure all documents should be approved and complete before payment release and as per policies
- To enter all accounting entries in financial system before signing of cheque
- Count, check and verify invoices and prepare payments and vouchers in financial system.
- Ensure payment of utility bills, vendor bills etc.
- Prepare financial reports and budget variance reports
- Prepare bank and cash reconciliations
- Make sure all the records / accounts / financial transactions are booked before the audit commencement.
- Ensure cordial relation with the line department and the audit department
- Understand and comply with organization's policies and procedures
- Any other task assign by the supervisor.

#### Experience:

At least 05 year's work experience in managing administrative and financial tasks

#### Education:

Bachelors or Master's degree in Commerce / Business / Accounts (B.Com/M.Com/MBA)

### **Skills & Competencies:**

- Sufficient knowledge of accounting and book keeping
- Possess financial analytical and computer skills, especially with accounting software, spreadsheets, and financial analysis
- Strong report writing skills
- Excellent communication, negotiation and representative skills
- High integrity to be able to handle cash and cash related transactions
- Positive attitude and ability to multitask and deal with stressful situations.
- Ability to adapt within the working environment
- Ability to work as part of a team
- Adheres to strong ethical and professional values
- Ability to multitask and work on tight deadlines

### **How to Apply:**

Please send your application to [hr.recruitment.ngo@gmail.com](mailto:hr.recruitment.ngo@gmail.com) by or before **19<sup>th</sup> November, 2021**

Your application MUST include:

- Your CV (not more than 3 pages)
- A covering note explaining your interest and suitability for the position. Please do explain how your skills match the competencies detailed in the job description.

**Note:** Only shortlisted applicants will be called for test and interviews. Local individuals, both male & female, and disabled youth are encouraged to apply.