



Job Profile (Finance Officer)

Job Title: Finance Officer

Unit: Operations (Admin & Finance Section)

Reporting to: Director Operations/Project Manager **Job Location:** HO Islamabad

Job Summary:

Finance officer oversees the financial operations of the organization and ensures timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc. and is also responsible for entering financial information and maintaining all financial records and reporting for projects and for the organization.

A. Responsibilities

The Finance Officer is responsible for

- ensuring that financial and accounting processes in the programme in line with the Inspire Pakistan financial management, accounting procedures and Processes & Rules
- budget forecast including preparation and submission
- efficiently dealing with queries about issues in his/her area of responsibility
- identifying relevant financial/accounting problems and issues and assists in formulating implementation-oriented solutions
- all banking matters related to bank accounts
- keeping financial information/data confidential

The Finance Officer performs the following tasks:

B. Tasks

1. Finance and accounting

- a) Oversee the financial operations of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc.
- b) Responsible for entering financial information and maintaining all financial records for projects and for the organization.
- c) Monitor the expenditures to ensure that programme funds are utilized appropriately by the close of the fiscal year.
- d) Responsible for the Petty Cash Impress Account of the Office.
- e) Prepare monthly / annual financial statements & discuss with Supervisor/Senior Management when needed
- f) Ensure that all financial reporting is completed on time and submitted to Supervisor/Senior Management and Donors.
- g) Oversee the financial audits of all projects of the organization as well as the H.O of Inspire Pakistan.
- h) ensures that the recommendations of internal control of the project and monthly recommendations received by the Senior Management are promptly implemented
- i) keeps track of all financial statements, and Donor Office deadlines for all financial projections and reporting
- j) Provide financial inputs for proposal development, project management, Human Resource Management policies, logistics, travel and other areas of administration.
- k) Ensure effective cost control measures are undertaken.
- l) facilitating the Internal & External Controls (audits where necessary) and preparing responses in collaboration with Supervisor and Senior Management to the reports
- m) Facilitate in carrying out financial audit of the organization.
- n) Coordinate with government bodies (Authorities in terms of taxation).
- o) ensures correct deduction of tax as per local tax regulations and timely submission of tax payments and any other related statements
- p) prepares the end-of-month accounts from the project accounting, cash & bank books
- q) maintains the financial filing / records of vouchers in accordance with Inspire Pakistan regulations.

2. Other duties/additional tasks

reports all problems with financial administration and compliance without delay to Supervisor / Senior Management

performs other duties and tasks at the request of supervisor and management

Knowledge, Skills and Abilities:

- a) English Language: Proficiency in English (both oral and written).
- b) Computer and Electronics: Computer literacy and working knowledge of spreadsheet applications, and general understanding of the data processing and accounting software.
- c) Law and Government: Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process
- d) Communication: Strong communication and interpersonal skills.
- e) Economics and Accounting: Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- f) Deductive Reasoning: Ability to apply general rules to specific problems to produce answers that make sense.
- g) Problem Sensitivity: Ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- h) Administration and Management: Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- i) Risk Forecast: To foresee risk factors and propose innovative and practical solutions.

Person Specification:

Education:

Candidate must possess University or Master Degree with major in Finance or Accounting. Must have the knowledge of Generally Accepted Accounting Principle (GAAP) and practical knowledge of accounting and financial systems and internal controls.

Experience:

At least 5 years of relevant working experience is required.