



AWAZ-E-NISWAN

Finance and Administration (F&A) Officer

Terms of Reference (TORs)

Introduction

Awaz-e-Niswan (AAN) is a membership-based non-partisan network, incorporated as a non-profit with the Securities and Exchange Commission of Pakistan. AAN aims to increase the visibility and influence of women voters and their issues among duty bearers.

In order to pursue its goals for the strategy of next three years, AAN is seeking the services of a Finance and Administration Officer to assist them in ensuring financial and administrative policies and standards.

Key Deliverables

The Finance and Administration Officer will provide the AAN secretariat team with appropriate finance, human resource, administrative & logistics support to effectively implement program activities. The role is vital in ensuring smooth execution of all planned initiatives of programme teams by providing timely operational support.

Specific responsibilities include:

Finance:

- Keep financial records and perform financial procedures (e.g, receipts, payments requests, petty cash).
- Maintaining financial records in the financial software
- Preparing and disbursing monthly payroll of AAN staff as per rules
- Processing payments of all consultants as per agreed contract and rules.
- Deduction of taxes as per prevailing rules and timely deposit in SBP. Issuing tax certificates to vendors, consultants and staff.
- Preparing timely bank reconciliations and maintaining all bank files as per rules
- Assist the organisation and management of internal and external audits.
- Ensure expenses are authorised and processed in accordance with agreed procedures for both AAN and donors.
- Maintain the accounting reporting process, ensuring the accuracy and completeness of ledgers and all supporting documentation and compliance with finance and procurement regulations.
- Maintain accounting records, ensuring they are complete, accurate, well archived and safeguarded.
- Ensure agreed reporting dates are maintained according to AAN's policies.
- Assist in managing partners' and members' finance reporting ensuring compliance with AAN and donor regulations.

Administration:

- Develop and maintain effective office systems (e.g. office routine supplies issuance support, office maintenance, fixed assets, supplier contact), ensuring these are consistent with AAN's policies and the operating requirements.

- Support the efficient running of AAN secretariat and field offices daily operations.
- Office management
- Ensure all procurement processes are in compliance with AAN and donor regulations.
- Support logistics for AAN secretariat's program activities.
- Asset insurance handling
- Other administration duties as agreed.

Human Resources:

- Advise on HR policies when required to ensure these comply with country's statutory regulations.
- Ensure staff handbook is reviewed and updated as required to comply with AAN's statutory procedures.
- Handling staff insurances
- Maintain HR records.
- Coordinate recruitment/induction in line with AAN's HR policies & processes.

Required skills, qualifications and competencies

A degree in Accounting or a related field and at least 3 years experience in doing finance and administration work in the development sector. Proven working experience in a similar role and familiarity with non-profits and experience maintaining accounts preferred. Advanced Computer skills including the ability to operate and manage computerized financial system controls, HR policies formulation and implementation, insurance handling and general office management are some of the required essential expertise. Ability to work in a team, self starter, highly motivated, comfortable in taking initiatives and able to work with minimum supervision. Women candidates are strongly encouraged to apply.

Period of assignment

Regular employment opportunity with a fixed term contract.

How to apply?

Email your CV with cover letter and "Finance and Admin Officer" in subject line by **04 December 2020** to: HR@aan.org.pk