SOUTH ASIA PARTNERSHIP PAKISTAN
ساؤتھ ایشیاء پارٹنر شپ پاکستان

VACANCY ANNOUNCEMENT

SAP-PK is a Pakistani development organization working for the uplift of the poor and marginalized communities of Pakistan. It seeks the following qualified and experienced individuals for "AAWAZ Voice and Accountability" project with the aim of democratic governance, gender-sensitive, responsive governance, conflict resolution, and support peace in thirteen districts of Pakistan.

Position: National Manager Finance - AAWAZ Program

Project: AAWAZ: Voice and Accountability

Location: National Office - Lahore

Major roles and Responsibilities:

The Manager Finance will:

- be responsible for financial planning / budgeting of the project on annual and monthly basis;
- ensure compliance with the AAWAZ program contract signed by SAP-PK with donor and as per policies & procedures of the organization. To ensure the quality standards are being maintained and reviewed as planned.
- be responsible to check, verify all day to day financial transaction of the project;
- guide and train AAWAZ district finance staff to ensure compliance with the project;
- prepare and submit financial reports to donor on regular basis and respond to quarries;
- monitor and review the work program and budget by conducting regular and special reviews to assess progress of actual work versus the program plan;
- take actions related to the banking issues and transactions;
- supervise and/or provide guidance on financial administration and management information issues and practices to colleagues;
- develop and implement procedures to ensure that accounting and financial management controls are consistent with donor policy and practice;
- take affirmative action on organizational legal financial matters, tax deduction, contracts and agreements, legal areas and activities, major supplier/customer/partner relationships, regulatory bodies' relationships and strategies, approvals and accreditations;
- provide leadership to F&A's teams and facilitate them in team building and execute various assignments;
- ensure effective follow ups of the implementation of the monthly and quarterly work plans and quarterly budgets.
- coordinate with relevant units, project teams and consultants engaged for and against specific assignments in financial aspects;
- set up documents and reports for internal and external audit and assist in other external evaluations;
- produce quarterly financial progress reports for regular information sharing and decision making purposes;
- maintain regular communication with the managerial team of SAP-PK for better financial management;
- attend quarterly and annual review and planning meetings for effective management of the project;
- support in periodic appraisal of finance staff against mutually agreed indicators and targets;
- accept any other assignment given by the supervisor.

SOUTH ASIA PARTNERSHIP PAKISTAN
ساؤتھ ایشیاء پارٹنر شپ پاکستان

Job Specification:

Qualification: CA Finalist Article completed

Experience: Minimum 2 years relevant experience

Skills:

1. MS-Office
2. Strong knowledge and skill on Accounting,
3. Financial and Audit procedures;
4. Knowledge of International accounting standards;
5. Working knowledge of Financial software/ FIS
6. Strong expertise on MS Excel and accounting software
7. Communication Skills
8. Others (Self-driven, results-oriented, planner, mature, comfortable to visit within and outside the country, reliable, tolerant, determined, empathic, flexible, accountable, and team-player.

SAP-PK is an equal opportunity employer, woman, minorities, third gender and differently able persons are encouraged to apply. Only short listed candidates will be called for test and interview. No TA/DA will be admissible.

Candidates meeting the above job requirements should send their latest CV with a covering letter clearly explaining their interest and addressing the key competencies for the post on hrd@sappk.org positively by **September 14, 2016.**