

# ROLE PURPOSE

<b>Role Title:</b> Finance Officer	<b>Division:</b> Program Division	<b>Location:</b> Islamabad, Pakistan	<b>Date:</b> November 2024
<b>Employment type:</b> Full time, Fixed-term contract	<b>Reports to:</b> Finance & Operations Manager	<b>Number of direct reports:</b> None	<b>Leadership Band:</b> Leads Self

## Purpose of the role:

The Finance Officer, reporting to the Finance & Operations Manager, oversees payment processing and financial transactions in alignment with Fred Hollows Foundation (FHF) policies to ensure accurate financial information to support decision-making in the Pakistan Country Office.

## The Finance Officer will:

1. Manage project financial records to ensure compliance with IFRS, FHF policies, and legal standards.
2. Review partner transfer requests, align with budgets, verify supporting documents, and record in SUN system.
3. Support program and partner staff in understanding financial requirements to ensure accurate, timely documentation.
4. Prepare and process payments in accordance with policies and tax laws, including WHT deductions.
5. Handle advances, payables, accruals, and monthly balance sheet updates for smooth financial closures.
6. Reconcile monthly balances, manage petty cash, and ensure compliance in procurement practices.
7. Maintain a well-organized filing system, aligned with electronic records for easy access.
8. Support audits (External & Internal) by providing required documents, assisting with monthly management accounts, and participating in budget development.
9. Prepare and review donor reports, ensuring timely release to the program team and donors.
10. Perform additional tasks as assigned by the manager.

<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft Office, with advanced Excel and Word skills.</li> <li>• Strong written and verbal English communication and analytical skills.</li> <li>• Work under deadlines, with excellent organization, time management, and multitasking abilities.</li> <li>• High integrity, ethics, and confidentiality.</li> <li>• Team player, results-driven, and able to support skill development and training.</li> <li>• Self-motivated with initiative, able to set priorities and support programs.</li> <li>• Strong interpersonal, facilitation, and presentation skills.</li> </ul>	<p><b>Essential Experience:</b></p> <ul style="list-style-type: none"> <li>• At least Five years' experience in finance within an international NGO, using accounting systems for transaction processing and reconciliations.</li> </ul>
<p><b>Qualifications:</b></p> <p>CA- finalist, ACMA, ACCA qualified or equivalent master's degree.</p> <p><b>Travel:</b></p> <p>Domestic</p>	<p><b>Desirable Experience:</b></p> <ul style="list-style-type: none"> <li>• Experienced in finance within an international NGO, using accounting systems for transaction processing and reconciliations.</li> <li>• Proficient in financial accounting software, spreadsheets, and SUN systems.</li> <li>• Skilled in financial compliance and auditor coordination.</li> <li>• Strong knowledge of accounting principles, budget/cash-flow monitoring, and internal controls.</li> </ul>

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

## Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect.

## To work in The Foundation, you will:

- Be eligible to work in the country where this role will be based.
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children

