

Job Description and Person Specification

Job Title	Admin & Finance Assistant
Department	Finance
Duty Location	Chowk Azam, District Layyah
Reports to	Finance Officer

Overall Job Role:

To assist Admin and Finance functions in managing a receipts and payments mechanism to support the project activities related to all programs and specifically, to support the finance and admin team to plan, manage and control administrative and finance functions in the organization.

Job Responsibilities:

1. To handle cash in accordance with the organization's finance guidelines.
2. Support finance team in maintain and updating cash book to record all receipts and payments.
3. Assist the Finance Officer in maintaining an effective cash flow system.
4. To follow expenditure control systems (Authorization cycle) in all the payments.
5. Maintain invoices filing system in accordance with established protocols and ensure proper filing of all relevant documents.
6. To assist the finance officer, where appropriate, in the financial management of organization's operations.
7. Produce or assist in the production of expenditure reports requested by the Program team and management.
8. To reconcile cash on daily as well as periodical basis and prepare a reconciliation report.
9. To work in close contact with the administration unit as and when required.
10. To support in maintain effective system for the maintenance and the security of the office and vehicles.
11. Maintenance and repair of all office equipment's, building and furniture and fixture.
12. Logistic support to program unit and out station tours.
13. Ensuring proper arrangements of travel and accommodation of guests.
14. Keeping record of request of purchases and documents issued or received till the final receipt of goods and payments to the supplier.
15. Drafting memos and admin related reports.
16. Facilitation in cases of seminars, conferences and interviews.
17. Liaison meetings with the various agencies, authorities, Government departments and the visitors coming in the offices.
18. To comply with management requirement regarding admin and finance in office through other assigned tasks.

Person Specification:

Education & Certifications	<ol style="list-style-type: none">1. B.Com from any HEC recognized institutions
Essential Experience	<ol style="list-style-type: none">1. At least one year working experience in any local or national NGO's finance and/or admin sections.2. Experience of managing procurement and record keeping of procured assets and other organizational equipment's etc.3. Experience of handling cash and maintaining cash books on any financial package/software preferably Peachtree accounting software and generation of reports through package/software.
Essential Knowledge	<ol style="list-style-type: none">1. Understanding and basic knowledge of procurement, cash flow, income and expenditure and different authorization hierarchies.
Essential Skills	<ol style="list-style-type: none">1. Good skills of managing MS Office especially MS Word and MS Excel with good skill of use of computer.2. Fluency in written and spoken Urdu and English
Essential Abilities	<ol style="list-style-type: none">1. Ability to work independently with only strategic guidance from line management2. Ability to resolve issue at peer level and good working relationship with team.3. Physically fit to travel to other offices as and when required.