

Job Description

Designation	: Deputy Admin & Finance Manager
Location	: Islamabad
Minimum qualification	: CA Inter
Minimum experience	: 5 years relevant experience

Responsibilities/Duties:-

- Assist A&FM and FD in preparing of draft paper for strategic and financial planning in light of financial rules of the organization, HQ, Donor and country.
- Maintain and implement the internal controls as established in consultation with A&FM and FD to ensure compliance with financial legislation, policies and procedures.
- Assist in A&FM and FD in compliance to donor, FBR, MOI and Other Government department/authorities
- Assist A&FM to ensure timely compliance of authorized payments and verify all payments before they are put up for approval.
- Review bank reconciliation for approval by FD.
- Maintain liaison with local partners to ensure timely compliance to their financial reporting obligations for posting by Finance Officer, verification by A& FM and review by FD.
- Review of partner invoices and reports in tandem with A&FM
- Supervise filling in proper order of all admin and master files by Admin and Logistics Officer.
- Preliminary review of all books of accounts and putting up of financial statements for final verification by A&FM and FD.
- Coordination with the suppliers
- Obtaining quotations from the vendors
- Preparing procurement documents i.e. Purchase requisition, goods received note, tender documents etc for review by A&FM.
- Activity planning and its logistical arrangement.
- Verifying invoices and other supporting documents with invoice.
- Put up a zero draft of MOUs, contracts and agreements for drafting by FD with assistance of A&FM.
- Maintaining inventory of stationery etc for review by A&FM.

- Maintaining fixed asset register for review by A&FM
- Preparation of HR documents for review by A&FM.
- Maintaining personal files of the employees.
- Supervise office vehicle and responsible for review of log books.
- Supervise petty cash
- Coordination with the banks
- Assist Accounts & Finance Manager and Director Finance in general including but not limited to donor reporting.
- Supervise field offices
- Any other task assigned by the supervisors.

These vacancies are required to be filled on urgent basis and CVs will be reviewed and candidate may be selected on rolling basis.

Please send you CV at

hope87.jobs@gmail.com

by **14th April, 2019**, no later than 5.00 PM PST.