

Job Posting -	<u>"ASSISTANT FINANCE OFFICER"</u>
Closing date:	April 27th , 2014
Organization:	Right To Play (Pakistan)
Work Location:	Ghotki (Sindh)
Compensation:	Commensurate with experience
Employment Start Date:	As soon as possible
Contract Duration:	11.5 months

BACKGROUND:

Right To Play is a global organization that uses the transformative power of play to educate and empower children facing adversity. Through playing sports and games, Right To Play helps children in more than 20 countries to build essential life skills and better futures, while driving lasting social change. Founded in 2000 by four-time Olympic gold medalist and social entrepreneur Johann Olav Koss, Right To Play is headquartered in Toronto, Canada.

In Pakistan, Right To Play is working with over 160,000 children on regular basis in 12 districts in KPK and Sindh and will likely to expand to other districts.

I. JOB SUMMARY:

Assistant Finance Officer will provide efficient and effective support in financial management of Project.

II. RESPONSIBILITIES AND TASKS:

- To prepare and maintain Daily Expense Logs (DEL) of project
- To ensure timely submission of projections by District Coordinators.
- To guide the District Coordinators so that they comply with budget lines and reporting of expenditures at district level.
- To ensure timely processing of electronic banking transfers of funds to field.
- Closing all the financial reports from the districts.
- To assist in writing financial reports.
- To ensure timely preparation of payroll.
- Handling petty cash and making petty procurement payments.
- Ensure that payments against procurement of equipments, supplies & other items, is in accordance with the rules RTP financial policies
- Providing logistic support for meetings, events, and workshops as required in provincial & district offices when needed.
- Maintain lease agreements and payments for the properties and vehicles at provincial & district offices.
- Maintenance & verification of vehicles, log-books, inventory& attendance registers of field staff
- Arranging lodging, boarding for staff travels.

- All other duties assigned by the Finance Officer and/or Provincial Program Coordinator.
- Responsible for the maintenance/management of org assets
- Provides administrative support to district coordinator/supervisors and other staff
- Maintain electronic and hard copy filing system
- Coordinates with Finance officer Islamabad the evaluation process for all financial transitions
- Maintain staff record including attendance , vacation and sick leaves and communicate it with HR Officer.
- Processes all invoices requests ensuring timeliness and accuracy of codes
- Processes all cheques ensuring appropriate backup and follow up with accounts
- Handle requests for information and data
- Resolve administrative problems and inquiries
- Prepare written responses to routine enquiries
- Maintain office efficiency, plan and implement office systems, layouts, and equipment procurement
- Create, control, and monitor all administrative requirements of other departments
- Maintain stationary supplies and coordinating deliveries
- Setup and coordinate meetings and conferences

III. QUALIFICATIONS

A) EDUCATION/TRAINING/CERTIFICATION

- MBA (Finance) /M.Com or equivalent from recognized university.
- Basic accounting knowledge
- Minimum 2-3 years practical financial experience
- Proven track record of working with a high degree of accuracy
- Proficiency in Microsoft Office and website applications
- Excellent interpersonal skills.
- Ability to liaise with diverse staff at Right To Play

C) COMPETENCIES/PERSONAL ATTRIBUTES

- A solid team player
- Ability to work effectively under pressure.
- Ability to Multiple tasks.
- Sense of humor and positive attitude.
- Adaptable to all given situations.
- Demonstrated professionalism and diplomacy.
- Willingness to travel within the country.
- Belief in the concept of Sport for Development.
- Committed to Right To Play mission and core values.

D) KNOWLEDGE AND TECHNICAL SKILLS

Required:

- Fluency in Urdu, English & Local Languages.
- Written and verbal communication skills.
- Computer literacy in Word, Excel and PowerPoint

HOW TO APPLY

If you are interested in applying for these positions, please send your resume and cover letter to: pakistanapplications@righttoplay.com and kindly include job title with desired work location in the subject line. Please also indicate your salary expectations in the cover letter. **Due to urgency position may be filled during the opening period.**

While we thank all applicants for their interest, only those selected for interviews will be contacted.

Right To Play is an equal opportunity employer and encourage those from diverse backgrounds to apply.

Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.

Right To Play - Human Resources Philosophy

Right To Play is an international humanitarian organization that uses the power of sport and play to improve the lives of children in the most disadvantaged areas of the world. We believe that all children have the right to play.

Right To Play's human resources philosophy reflects the spirit that drives the organization. The philosophy influences the kind of people who are interested in working for us, the kind of people we recruit and how we treat our people.

Right To Play's culture is entrepreneurial, where employees are encouraged and empowered to perform in the context of rapid international growth, and to aim for the highest quality and adopt global best practices in delivering our programs.

Our employees are global citizens who are passionate about improving the world we live in through value-based grassroots activities. We work on the ground with and through people in the communities we serve to improve the lives of their children. By having a constant presence in these communities and helping them develop the resources and skills they need to help themselves, we aim for sustainable, long-term development.

To translate our vision into action, our philosophy for delivering our programs is "LOOK AFTER YOURSELF, LOOK AFTER ONE ANOTHER". Our employees are the backbone of this delivery, and the philosophy supports them by defining the desired outcomes of our human resources philosophy. This means that we pay competitive salaries, provide comprehensive benefits, encourage employee social events, and provide development opportunities and a great work environment.

We measure the success of this philosophy by indicators such as employee satisfaction surveys and staff turnover rate, as well as the overall success of Right To Play.