

Main Responsibilities

The role of the Finance and Administration Manager (FAM) is to ensure the efficient and effective functioning of the PHF – financially and administratively, to support the delivery of the PHF strategy and programmes and in line with the grant holders policies and procedures and donor regulations. The FAM is expected to ensure best practices in financial, human resources, administrative, grant and logistics management to maximize efficacy. The FAM will also manage and provide technical oversight to ensure compliance with all PHF, administrative agency and donor rules and procedures and act as a reference and support point for PHF members on admin and finance policy.

Finance

- Develops and manages PHF multiyear budgets and donor budgets
- Prepares and analyses projected expenditure and BVAs and advises the Country Coordinator on the budget follow up and is responsible of the accurate expenditure of the budget
- Maintains the PHF grant tracker
- Manages cash system and all expenditure, ensuring proper documentation exist to support the payments, in accordance with Grant Holders policies and procedures and donor requirements
- Prepare internal donor financial reports. Ensure that all the financial reports are submitted on time as per contractual obligations/based on needs
- Ensure compliance with donor regulations, local laws and legislation and organizational policies
- Review and implementation of financial and internal control procedures
- Ensure income tax regulatory compliance i.e. income tax returns & GST return
- Audit management and follow-up
- Management of payroll

Human Resource and Administrative

- Manages and maintains PHF staff records, including performance appraisals, leave records and personal files etc.
- Support recruitment processes and ensure HR policies and procedures are in place and adhered to for national and international staff
- Liaise with the administrative host agency for HR related matters as required
- Oversight and management of IT requirements , adherence to IT policies, and liaison the PHF IT support focal person for resolution of IT issues
- Property/ Office Management, including ensuring basic Health & Safety, maintenance of property and equipment etc.
- Maintain the office's administrative files for internal, legal, audit and donor requirements including but not limited to: facilities, contracts, grants etc. Ensure confidentiality of sensitive files
- Supervision and management of the PHF Administration Assistant, PHF drivers and support staff (cook, cleaner, Gardner)
- Management of supplier contracts and monitoring of delivery/quality e.g. guards
- Maintain and update office inventory

Logistics

- Fleet management: maintain a consistent and excellent transportation service for the PHF Secretariat including vehicle maintenance, supervision of driving habits, use of log sheets etc.
- Ensure operation, maintenance and appropriateness of IT and communications system

- Ensure that office equipment, electrical equipment including air conditioners and generators are kept in optimum working order, through correct usage and maintenance
- Manage office and staff housing facilities as needed, including preparation and renewal of contracts and arrangement and oversight for quality of maintenance work
- Responsible for procurement and purchases according to Grant Holder and donor policy
- Focal person for suppliers
- Drafting of required admin/operations memos

Other
Perform other duties, as necessary and/or as requested
Participate in, support and maintain records for the PHF member Admin and Finance Working Group
Compile information on laws and policies (e.g. taxation etc.) in Pakistan and act as a reference point for member enquiries
Represent PHF positively and professionally in both internal and external relations and situations

Person Specifications:

Education
<ul style="list-style-type: none"> • Master in Business Administration, Accountancy or similar. A Bachelor degree with extensive relevant experience may be accepted.

Experience
<ul style="list-style-type: none"> • 5-7 years of experience working within an international NGO or similar organizations,

Skills Required
<ul style="list-style-type: none"> • Proven financial analysis and forecasting ability. Experience with various accounting software and multi-currency accounting • Experienced in supervisory management of staff • Excellent working knowledge of Microsoft Office software, especially Outlook, Excel and Word • Experience in development of systems and policies to support operations • Ability to multi-task, and work to concurrent deadlines with good prioritization and time management skills. • Can work autonomously, effectively managing workload without continual guidance • Strong communication, reporting and negotiation skills • Can communicate effectively with a wide range of people and adjust communication style to suit the audience • Ability to analyze situations and take corrective actions • Excellent quality, attention to detail, & organizational skills • Knowledge of donor rules and regulations an advantage • Experience of working with ECHO funded grants will be an added value

How to apply

The position is for fixed-term contract of 1 year with a probationary period of 3 months. The further employment is subject to performance and the continued availability of funds.

Candidates who are interested with the position provide their CV with a cover letter and reference list not later than September 16th, 2020 to Email: hr.info2021@gmail.com