

## Role Profile

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| Job Title   | <b>ADMIN &amp; FINANCE OFFICER</b> |
| Location  | District Buner and Lower Dir, KP   |
| <p><b>ABOUT THE PROJECT</b></p> <p>The Aawaz II programme, managed by British Council, works with local communities in Khyber Pakhtunkhwa (KP) and Punjab provinces to promote the rights of women, children, youth, and other marginalised groups.</p> <p>Aawaz II community engagement component has two pathways for change focusing on thematic areas of child marriage, gender-based violence and social cohesion by i) changing awareness, attitudes and behaviours towards discrimination, intolerance, exploitation and other harmful practices ii) referrals and citizen engagement on the thematic areas and issues of exclusion and exploitation.</p> <p>We are seeking to hire an Admin &amp; Finance Officer in District Buner and District Lower Dir, KP who will be responsible for supporting delivery of the Aawaz II programme in the district.</p> <p><b>ABOUT THE ROLE</b></p> <p>The Finance &amp; Admin Officer will be responsible at the district level for maintaining the organization's financial integrity, overseeing all financial project management as well as general office services, preparing all financial reports as per Government of Pakistan regulations, organizations policies and procedures, and British Council requirements throughout the life of the project.</p> <p><b>ROLES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"><li>▪ Manage the accounting, finance, and administration components of the programme, including petty cash funds and field office finance, accounting, and administrative activities.</li><li>▪ Establish programme financial management systems, procedures and controls to ensure consistency with organisations standard operating procedures and donor policies.</li><li>▪ Coordinate quarterly requests for funds to ensure the programme has all necessary funds for operations, and coordinate and oversee programme tendering and procurement activities in the district.</li><li>▪ Advise programme team on financial health through the provision of regular and timely</li></ul> |                                    |

financial expenditure reports.

- Prepare & review all types of vouchers (disbursement, receipts, and general journal vouchers) for expenditures and ensure that expenses are reasonable, allowable, and allocable to the project.
- Maintain financial controls and procedures for the management of funds and sub awards/contracts
- Prepare budgets, projections, analysis, and reports for review and action by the DSP Finance Manager and Aawaz II Programme Manager for submission to donor.
- Manage financial files and support annual audits.
- Coordinate financial and contractual requirements.
- Oversee payroll procedures and HR policies for national staff, ensure adherence to local labour laws, and manage all tax reporting.
- Attend safeguarding related training sessions and adhere to safeguarding principles. Ensure that safeguarding code of conduct is signed by all staff members.
- Other duties as assigned by Aawaz II Project Coordinator.

The role requires Bachelor or Master level degree in accounting, finance, or related field with a minimum 5 years of progressive accounting & administrative management experience on international donors funded and development projects. Experience coordinating financial and operational contract management in donor funded projects is preferred.

**Skills/Knowledge:**

- Strong management, communication, and negotiation skills, and the ability to collect and analyse data.
- Experience of financial and accounting systems preferred.
- Knowledge of FCDO regulations, policies, and procedures or those of an equivalently complex international government funding organization will be preferred.
- Demonstrated effective interpersonal skills, creative problem solving, conflict management skills, and excellent written and oral communication skills.
- Strong analytical and computer skills, especially with accounting software, spreadsheets, and financial analysis

**Women, transgender persons, religious minorities, and persons with disabilities are encouraged to apply.**

**REPORTING AND LINE MANAGEMENT**

The Admin and Finance Officer will report to the organization's Finance Manager and Aawaz II Programme Manager.

**APPLICATION INSTRUCTIONS**

Send your resume to email address, with the subject: Admin and Finance Officer and Your Name.