

## JOB PROFILE

<b>Job Title:</b>	Finance Assistant
<b>Place of Work:</b>	Islamabad
<b>Reports to:</b>	Finance Officer
<b>Line management responsibility:</b>	Nil
<b>Budget Responsibility:</b>	N.A.
<b>Child Protection Level:</b>	1

### Job Summary

This position is the part of SCUK finance/Grants team, which involves effective cash Management & also support in bank, grants and monthly accounts management.

### Key accountabilities

#### **Finance related responsibilities**

- Handle financial transactions of cash received and cash spent within the financial policies of SCUK.
- Responsible for all accounts data entry on daily basis, for cash/bank vouchers.
- Ensure availability of sufficient cash for daily use.
- Responsible to carry financial correspondence whenever required.
- Floats and advances monitoring and recording according to the SC UK polices.

#### **Budgeting**

- Support budget holders in preparation of budgets in FBS

#### **Cash and Bank Payments**

- Ensure timely disbursement of cash to staff and others concerned.
- Keep track of float issued and settled & keep up to date record of medical (OPD) reimbursed to staff.
- Arrange logging and authorization of all Cash Payment invoices.
- Cash disbursements ensuring all the SCUK and donors compliance requirements are fulfilled.
- Ensure that transactions are coded to the appropriate account code, programme code and funding source. Where coding appears inaccurate discuss with budget holder and change as appropriate.
- Putting all the cash transactions in cashbook daily and cash reconciliation at the end of the day.
- Prepare SUN cash vouchers

- File all completed vouchers.
- Administration of floats – ensure that all SC guidelines regarding floats are adhered to.
- Prepare Float vouchers and once payment has been authorized, issue cash.
- Ensure that returned floats are reconciled correctly.
- Prepare the Float Control Sheet at month end.
- Preparation and updating of medical sheet on daily basis.

### **Financial Control**

- Perform Field Office cash counts mid month and assist in the month end cash count.
- Reconcile cash counts for the field office
- Ensure that receipts are supplied to support payments.
- All the SCUK and donors compliance requirements are fulfilled.

### **SUN Data Entry and Funds Management System updating**

- Daily entry of all Field Office cash and bank transactions onto SUN using appropriate SUN journal types.
- Provide support in bank payments
- Support in preparation of bank receipt and payment vouchers.
- Preparation of bank receipt and payment vouchers

### **Other**

- Assist monthly and year end closings.
- Primary responsibility for office filing and maintenance of cash documentation.
- Assist Finance Manager at the time of audit
- Report to Finance Manager any financial malpractice and irregularities found and help him/her investigating the case, with consultation of CD.
- Maintain strict confidentiality for all financial matters.

### **Knowledge, Skills & Experience Requirements**

- B.com or equivalent
- Minimum Six months relevant working experience
- Considerable knowledge of development programmes
- Good written and spoken English and Urdu
- Excellent knowledge of Microsoft office, software, e-mails (SUN System skills added advantage)
- Excellent interpersonal skills
- Willingness to travel, at times in difficult conditions
- Ability to work independently without considerable day to day support
- A commitment to high quality of work and efficiency.

### **Child Protection - level 1**



**Level 1 - the responsibilities of the post do not require you to have contact with children or young people**

**Declaration**

I, ..... certify that I have read and understood this job description and I pledge to respect it along with the laws of this country, the SC\_UK Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.

NOTE: This document is subject to revision.