

JOB PROFILE

Job Title:	Finance & Compliance Officer
Place of Work:	Islamabad
Grade:	
Reports to:	Grants Manager
Line management responsibility:	Not Applicable
Budget Responsibility:	Not Applicable.
Child Protection Level:	1

Name and Signatures:

Date:

Name of Line Manager and Signature:

Date:

Job Summary

The Finance officer is responsible to develop and maintain appropriate financial, accounting and computing procedures of the RNE funded project and day to day project Finance activities and to support implementing partners in developing and maintaining efficient internal control and accounting systems in this project by keeping in view the RNE compliance guidelines & regulations.

Key Accountabilities

Undertake financial management related activities of RNE funded project. Whenever required by London HQ, Regional office and Pakistan Country Office prepares and provides different financial reports with the aim to meet the deadlines, and also by assisting the smooth functioning of the financial systems. Some responsibilities assigned to Finance Officer will vary from time to time with the requirements of the overall programme and to ensure reasonable distribution of workload among finance team provided that key responsibilities of RNE funded project are not affected.

Finance related responsibilities

- Responsible for ensuring efficient accounting /financial systems, monitor the use of approved budget and check the accounts before handing over to the Education Programme Manager
- Supervise financial transactions of money received and money spent within the financial policies of SCUK and RNE.

- Handle posting of HQ transactions.
- Ensure project accounts data entry is on daily basis.
- Co-ordinate and maintain a cash forecasting system & Ensure availability of sufficient funds for RNE project by requesting Country Finance Manager.
- Check and calculate each financial transaction and ensure its correct posting and coding for RNE funded project and in the event of a mistake rectify it.
- Responsible to carry financial related correspondence whenever required and or requested by Project Manager RNE, Education Programme Manager and Country Finance Manager.
- Ensure updating of FMS with information related to RNE funded project.
- Maintain inventory record of RNE funded project separately from other donor funded projects.
- Visit field areas to cross check the authenticity of financial transaction with its related field activities.
- Calculate all types of exchange Gain / Losses involved at different stages of the project
- Ensure exchange gain/losses of the project has been incorporated in accounts properly and timely
- Reconcile SC-UK financial record of RNE funded project in Sun System with its reimbursement record of actual expenses.
- Prepare donor financial reports in line with donor reporting requirements
- Ensure compliance with local regulations in respect of financial and other matters (e.g. Registration, FX, taxation and labour laws).

Budgeting

- Assist the Project Manager in preparation and revision of the budget of the project as per requirement of RNE.
- Respond to Project/Programme Manager's memos/queries regarding financial matters of project.
- Keep continuous monitoring of Grantee's and Sub-contractee's budget and make sure its effective use.
- Inform Project Manager about the monitoring of the budget on monthly basis to ensure the effective use of approved Budget by providing proper justification of under and overspent budget heads.
- Assist to Project Manager in preparation and revision of Budget on FBS.
- Revise project budget and Sub-contractee's budget annually by taking into account the actual expenses of previous period in consultation with PM and Sub-contractee.
- Ensure all types of exchange Gain / Losses involved at different stages of the project and budgeted it properly.

Cash and Bank Payments

- Ensure timely disbursement of funds to partners and others concerned.
- Keep track of quarterly instalments made to partners and ensure all required reports are received before disbursing the funds.
- Responsible to monitor Income/Debt of the project.
- Responsible to request installments of the income from donor on regular basis as described in the grant agreement

Audit

- Arrange audit as per requirement from SC-UK HQ and RNE.
- Prepare accounts and maintain all financial record as per RNE audit requirement
- Follow auditor's recommendations as soon as possible.

- Assist Project/Programme Manager and Sub-contractee to the feed back of auditor's report.
- Conduct review of sub-contractee and SC-UK cost of the project, to make sure that all financial reports present true and fair view.

Support to Partners

- Establish good working relationship with sub-contractee.
- Visit all project offices of the Sub-contractee related to project to check that appropriate financial systems are in place and resolve financial matters.
- Support partners in building their capacity for maintaining efficient financial management system for timely reporting
- Ensure all expenses are made in compliance with RNE financial policies and signed contract.
- Monitoring accounts provided by partner agencies with their approved budget
- Assist in the preparation and revision of budget.
- Check and verify financial reports submitted by Sub-contractee are in accordance with agreed formats.
- Report any financial irregularity to Project Manager.
- Ensure that recommendations of auditors are implemented as soon as possible.
- Ensure quarterly financial statements have been receiving timely from Sub-contractee with relevant vouchers and other financial record.
- Identify queries (if any) from accounts and rectify them by informing Project Manager.
- Ensure sub-contractee maintain appropriate inventory record of RNE projects separately from other donor funded projects
- Maintain all financial files related to the grants.

Others

- Manage other projects assigned
- Update FMS on regular basis
- Training on new staff members on FBS and SUN.

Knowledge, Skills & Experience Requirements

- CA inter/ICMA inter or MBA finance
- Three years relevant working experience for CA inter/ICMA inter and five years experience for MBA.
- Considerable knowledge of development programmes.
- Considerable experience of administration.
- Good written and spoken English and Urdu.
- Excellent knowledge of computer systems, Microsoft ,Sun system.
- Excellent interpersonal skills.
- Good team facilitator and member.
- 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.

Working contacts

Internal: All project and grants related staff.

External: Head quarter, donors partners etc.

Other: Alliance members

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 Safeguarding Policy, the Staff Regulations and the terms and conditions of the contract I signed.

NOTE: This document is subject to revision.