

## JOB PROFILE

**Job Title:** Finance Officer  
**Place of Work:** Islamabad  
**Reports to:** Country Finance 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**

Finance section team is directly responsible for the overall funds and accounts management of the organization. This position is directly responsible for overall Accounts Management in SUN System, SUN System operation, Bank accounts management, Cash flow management, Bank payments processing, handling of taxation matters, working with Budget Holders in Budget management in SUN and FBS and working with Finance section team to assist in Grants management.

### **Key Accountabilities**

#### **I. Finance related responsibilities**

- Ensuring that all aspects of financial management are in compliance with SCUK policies and procedures, and that all deadlines and requirements set by HQ, and Alliance partners are met.
- Responsible for maintaining efficient accounting /financial systems and verify the accounts before handing over to the Head of Programmes
- Capacity building of Finance section staff on operating SUN System
- Sub grants review with Grants staff
- Month end and year end accounts closeout
- Whenever required by London HO, to prepare and timely provide financial reports whilst respecting deadlines and posting of HO monthly accounts report with HOP
- Also support the Country Finance Manager in the smooth running of all financial systems.

- Responsible to carry financial correspondence whenever required and/or requisite by the management
- Preparation of Monthly MMC reports for management and year end accounting reports
- Support SCUK partners in developing and maintaining efficient financial systems in their projects, as and when required.
- Ensure availability of sufficient funds for Projects by requesting funds transfer through the Country Finance Manager.

## **II. SCUK's financial systems**

- Intermediate and advanced level of FBS.
- Preparation and collation of new and planned budgets into FBS and other financial planning processes in accordance with SCUK Financial Planning Instructions and Guidelines, by the specific deadline dates.

### **B. Budgeting**

- Assist the Budget Holders (BH) in preparation of the yearly budget as and when required.
- Respond to BH memos/queries regarding financial matters in consultation with BH.
- Assist the BHs in preparation of the yearly GI and RF Budgets
- Prepare monthly monitoring reports for HOP, BH's and Country Finance Manager including outturns, to ensure the effective use of approved General Income budgets.
- Prepare and update Grants wise tracking reports from SUN system for Programme team

### **D. Audit**

- Arrange and facilitate audits as per HQ's and donors' requirements.
- Assist HOP and Country Finance Manager in providing feedback for auditor's report.
- Follow auditor's recommendations as soon as possible.
- Indirectly Internal Audit responsibility

### **E. Support to Partners**

- Establish good working relationship with all partners.
- Visit all assigned projects and those related to General Income to check that appropriate financial systems are in place and resolve financial queries, and produce visit reports with recommendations for the concerned BH and the Country Finance Manager.
- Support partners in building their capacity for efficient financial management.
- Monitoring accounts provided by partner agencies and assist in the preparation of budget for funding proposals.
- Check and verify all financial reports submitted by SCUK partners for his/her projects.
- Report any financial irregularity to Country Finance Manager and HOP

## **III. ACCOUNTANT'S DUTIES**

### **A. Financial Control**

- Monthly reconciliation of cash and bank accounts; ensuring other balance sheet accounts are kept updated and reconciled (eg. staff loans /international staff advances).
- Review the bank reconciliation's for all bank accounts and investigates any errors or long standing reconciling differences.
- Responsible for Bank payments and vouchers processing on regular basis.
- Compliance with the taxation matters concerning the office
- Prepare and maintain the daily SUN System backup and log in backup register.

**B. SUN Data Entry**

- Closing of Monthly accounts
- Review regular entry of all Field Office transactions into SUN using appropriate SUN journal types.
- Responsible for all accounts data entry on regular basis, for thematic areas to which he/she is attached.
- Ensure that monthly staff salaries are posted into SUN accurately through excel based sub-office sheets.
- 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.

**C. Payroll**

- Ensure that any advances made during the month are deducted from final salary.
- Deduct loan repayments from salaries in accordance with repayment schedules.
- Ensure that employee taxes are regularly calculated and deduct as per applicable rules.
- Ensure that properly e-filing and other statements are submitted to the tax authorities.
- Ensure that staff EOBI is monthly deducted and deposited in the treasury

**D. Financial Reporting**

- Support the CFM in the preparation of donor and budget monitoring reports from SUN.
- Circulate Monthly PRGEX and other management reports to HOP and other BH as appropriate.

**E. Other**

- Report to Country Finance Manager any financial malpractice and irregularities found and help him/her investigating the case, with consultation of CD.
- Produce Internal Control forms and formats to track the financial transactions and strengthen the management controls
- Backend support for timely petty cash withdrawal
- Maintaining a secure filing system for the Finance section accounts documentation
- Maintain confidentiality for all financial matters.
- Any other input for improvement of organisational policies and work environment

**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
- Excellent knowledge of computer systems, software, networking and e-mails
- Considerable knowledge of working in development programmes

- Considerable experience of Administration
- Good written and spoken English and Urdu
- 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.

### **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.