



Job Description

POSITION TITLE: Finance Officer, Sindh HQ DEPARTMENT or COUNTRY PROGRAM: Pakistan RESPONSIBLE TO: STATUS (Full time, Part time, Temporary): SUPERVISORY CAPACITY:	DATE: February 25, 2011 GRADE: EEO Code: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
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DEPARTMENT/COUNTRY PROGRAM DESCRIPTION/MISSION (Briefly describe your department's/ country program's core functions or mission)

American Refugee Committee (ARC) International has been working in Pakistan since 2002 providing primary and comprehensive reproductive health and Gender Based Violence (GBV) services to refugees in Balochistan and in district Swat in KPK, primary and comprehensive reproductive health services, Community Development, shelter reconstruction, Livelihood support program and Water and Sanitation in earthquake affected areas. Since 2002, ARC has worked in refugee camps near the western city of Quetta, focusing on providing health care and training members of the community in basic health services. After the massive earthquake of October, 2005, ARC began operating in the northern part of the country, providing emergency health care, supplies, shelter and food aid. Today, ARC is helping disaster survivors in the north and south of Pakistan to recover from the massive 2010 monsoon flooding that affected more than 20 million people.

PRIMARY PURPOSE OF THE POSITION (A brief description of the overall purpose of the job; the rationale for why the job exists and how it contributes to ARC's mission and strategic plan.)

To ensure financial accountability and fiscal responsibility to ARC's donor and community recipients.

MAJOR AREAS OF ACCOUNTABILITY (List the primary duties and responsibilities of the position as simply, yet completely as possible. Include the average percentage of time spent on the duty/responsibility. Generally there are no more than ten (10) major responsibilities.)

PRIMARY DUTIES/RESPONSIBILITIES	% OF TIME
The finance Officer shall report to and be accountable to the Deputy Admin and Finance Coordinator/Project Coordinator, Islamabad.	
Program Coordination <ul style="list-style-type: none"> • Financial Focal person to attend finance related donors meetings by funded donors. • Assist Project Coordinator in attending the Sindh cluster meetings, wherever necessary • Assist in preparation of project budgets in Islamabad every year. • Assist the Deputy Admin and Finance Coordinator with his/her daily grants management tasks, wherever required. • Provide assistance, supervision and on job training to Finance Assistant. • Monitoring visits to other ARC field sites to ensure policies and procedures are being followed • Member of procurement and HR Committee at Sindh level • Fields visits are required, as requested by the Supervisor 	20%
Financial Administration <ul style="list-style-type: none"> • Be responsible for NID payments, including verification and monitoring of incentives paid to volunteers • Maintain inventory records in coordination with administration • Responsible to ensure that sufficient cash, as per ARC standards and policies is in the Bank Sindh and request to Country Office if there is any shortage of funds. • Maintain coordination relations with Sindh Bank Manager and update the Head Office on meetings. • Responsible for financial compliance in accordance to ARC policies. These include keeping the ARC Office and Program Accounts up to date. 	40%

<ul style="list-style-type: none"> • Maintain cash book and ledgers up to date on daily basis and submit to Islamabad office on weekly basis. • Make sure all expenditures are in accordance with the ARC budget lines/ projection and there is no over expenditure at any time. Report monthly to Head Office • Responsible for preparation Monthly and quarterly cash projection and request cash from country office accordingly <p>Reporting</p> <ul style="list-style-type: none"> • Ensure complete, accurate and timely monthly, quarterly, annual and other financial reports and submit to Head Office. • Responsible for submission on weekly/monthly basis the following documents to ARC Islamabad Finance: <ul style="list-style-type: none"> i) Petty cash ledgers duly verified by Office in charge. ii) Cash Count sheet duly signed by the office in charge. iii) Cash monitoring sheet, mentioning if there is any over or under spent. iv) Bank statement if any (for petty cash) v) Advance details if any. vi) Account payable details if any. vii) All petty cash vouchers, with complete supporting documents with approval. viii) Revenue details on monthly basis, with weekly and Bi-weekly and monthly sheet. ix) Ensure to submit all documents related to NID. x) Ensure that all the balances should be reconciled on monthly basis. • Perform other duties as assigned. 	40%
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EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED (List the important technical and professional skills and knowledge required to do the job well. Include years of experience required.)

- ◆ University degree in Finance, Business, or related degree.
- ◆ 3 years Finance experience. INGO experience preferred.
- ◆ Some administration experience required.
- ◆ Must be willing and able to travel to field sites in insecure environments
- ◆ Excellent written and verbal English communication skills
- ◆ Ability to work in a team environment

KEY BEHAVIORS & ABILITIES (List the key behaviors and abilities that relate to success on the job that are critical to achieving the position's mission and goals.)

- ◆ Ability to live and productively work in insecure, unstable and/or harsh environments.
- ◆ Must be able to work independently while being a strong team player.
Additional qualities: ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity.