



Finance Officer

Background:	Development Impact Solutions (SMC-Pvt.) Ltd – DIS - is registered with the Security Exchange Commission of Pakistan (SECP). The DIS offers innovative solutions to the development challenges and assists government bodies, employers organizations, and workers organization for the realization of labour rights and human rights as enshrined in the Constitution of Pakistan. DIS has started a new project “Linking Brick Kiln Women Workers with Formal Health Care System” in rural Lahore, Punjab. It is an innovative pilot project that will work closely with the relevant provincial line departments, brick kiln employers and workers to improve health seeking behaviour of brick kiln women workers. This project is funded by Department for International Development (Dfid) through Health and Nutrition Innovation Fund (HANIF) Project managed by Palladium Pakistan Pvt Ltd. Under this project DIS intends to hire the services of a Finance Officer.
Advertised on	March 18, 2016
Closing Date	March 25, 2016
Status:	Full Time Project based Contract
Reports to:	CEO
Department:	Finance & Administration
Over all Responsibilities:	The Successful candidate will be responsible for the Financial Management of the assigned Project funded by HANIF. The position is based in Islamabad with periodic travel to field office in Lahore.
Specific responsibilities:	<ul style="list-style-type: none">• Manage all project financial matters in line with DIS financial policy.• Ensure expenditures are in line with the approved budgeted document and keep track record of expenditures against each budget line.• Maintain all financial records of the project, including bank and cash.• Posting of vouchers/ bills in Quick Books, Reconciliations of payments.• Manage and update the computer based book keeping system.• Prepare budget estimates and other related expenditure reports.• Liaison with bank and prepare bank reconciliations• Prepare the financial reports in consultation with the project director for final approval of the CEO.• Preparing monthly forecast reports and monthly pay role and keep records.• Process staff salaries, traveling bills and all other payments to staff• Make sure that all financial documents and vouchers are properly filed and a proper filing system is maintained

- Prepare the financial forecasts and expenditure reports.
- Ensure deduction of government taxes. WHT deduction, deposit and reconciliations with ledgers and banks
- Assist in processing Petty cash payments to field office and will be responsible to maintain proper records of the office petty cash and supporting documents.
- Review the reimbursement reports received from field office, consult with the Project Director and get approval from CEO.
- Assist in updating bank ledger for all payments on daily basis for effective internal control
- Coordinated with field office for weekly and monthly transactions and reimbursements to the DIS partner in Lahore.
- Prepare periodic project financial reports and submit it to PD for clearance and CEO for approval before onward submission to the donor.
- Perform any other related duties as assigned by the CEO.

Skills, experiences qualifications

Ideal candidate should have:

- Master degree in Commerce, MBA (finance), or partly qualified in ICMAP, ICAP, CIMA and ACCA
- Possess 3 to 5 years' experience of financial management of projects with reputed national NGOs, INGOs, or private sector organization.
- Expertise in developing financial forecasts and financial reporting is essential.
- Excellent knowledge of Quick Books, preparation, posting, payments and recording keeping is required.
- Expertise in taxation matters (GST returns along with e-filing of returns) would be an asset.
- Expert in MS Excel and Quick Book software is essential.
- Excellent command in spoken and written English and Urdu language
- Must be a team player and has strong interpersonal and communication skills.

How to apply:

To apply for this role please forward your CV, covering letter, outlining your skills and experience and salary expectations to developmentimpactsolutions@gmail.com by March 25, 2016.

Important: Please reference “Finance Officer” in the subject line of email. DIS sincerely thanks all applicants for their expressed interest in this opportunity; however only those selected for an interview will be contacted. No phone calls please.

DIS is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity. Requests for facilitation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.