Admin & Finance Coordinator

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| * **Job Location**: Khanewal, Multan | * **Positions**: 2 |
| * **Experience**: Minimum 4 years | * **Last Date to Apply**: 21 January 2025 |

**Background**

A consortium of two national NGOs has partnered with Government of the Punjab to implement a two- and half-year health project in Multan and Khanewal districts. The projects aim at improving the accessibility of the BISP beneficiaries married women (15-49 years) with family planning services. The goal is to reach eligible married women of reproductive age (MWRA) in BISP households and educate them about the benefits of healthy timing and spacing of pregnancies.

**Job Purpose**  
The **Admin & Finance Coordinator** will oversee financial management, administrative operations, and compliance to support the effective implementation of projects while adhering to organizational and donor regulations. The role ensures seamless coordination between financial and administrative functions to achieve project objectives efficiently.

**Key Responsibilities**

* Manage and oversee all project sub-awards, ensuring compliance with donor regulations and organizational financial policies.
* Collaborate with project teams to develop and maintain standardized financial monitoring, reporting, and evaluation tools.
* Implement internal control systems and ensure compliance with donor procurement and financial rules.
* Prepare monthly cash, bank, and balance sheet reconciliations in collaboration with the Admin & Finance Manager (AFM).
* Monitor and ensure alignment of project expenditures with budget lines, preventing over-expenditures.
* Develop and implement standardized administrative procedures to ensure smooth project operations.
* Coordinate with program and operations teams to maintain adherence to donor requirements and organizational protocols.
* Ensure compliance with local taxation laws and oversee administrative documentation processes.
* Prepare and process BPVs (Bank Payment Vouchers) and petty cash vouchers, ensuring proper supporting documentation.
* Maintain accurate and complete financial records, including cash ledgers and reimbursements.
* Review field expenses and ensure timely reconciliation and reporting.
* Support the Admin & Finance Manager in ensuring compliance protocols are implemented across projects.
* Work with program teams to address financial and administrative needs while ensuring adherence to donor regulations.
* Provide guidance to project teams on financial and administrative compliance requirements.
* Assist in training team members on financial management, internal controls, and compliance with organizational policies.
* Perform additional tasks as assigned by senior management to support the smooth operation of the organization.

**Qualifications**

Master’s degree in Finance, Accounts, Commerce, ACCA, or equivalent from an HEC-recognized institution.

**Experience**

Minimum 4 years of relevant experience in finance, accounts, administration, or financial management.

**Skills and Attitude**

* Strong communication skills with fluency in written and spoken English.
* Ability to handle multiple tasks and perform under pressure.
* Proficiency in computer applications, including MS Word, Excel, and Outlook.
* Familiarity with international standards and participatory approaches.
* Strong analytical, writing, and editing skills for effective communication.

**Note:** Organization has a zero-tolerance policy with regard to Sexual Exploitation and Abuse by Organization’s personnel against the people they serve. All forms of sexual exploitation and abuse are incompatible with the universally accepted norms, values, principles and standards that underpin in Organization. Protection from Sexual Exploitation and Abuse (PSEA) is the responsibility of everyone and all selected candidates will be required to comply with the Organization PSEA Policy at all times. Selected candidates will therefore undergo rigorous reference and background checks against their past behavior related to sexual exploitation and abuse, and may be required to provide additional information further on in the selection process.