Finance Officer

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| * **Job Location**: Khanewal, Multan | * **Positions**: 3 |
| * **Experience**: Minimum 2 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 Finance Officer will provide critical financial management support to ensure the effective implementation of projects while adhering to organizational and donor regulations.

**Key Responsibilities**

* Administer and manage all project sub-awards, ensuring compliance with donor regulations and organizational procedures.
* Collaborate with the Admin & Finance Coordinator to develop and maintain standardized project administrative, monitoring, reporting, and evaluation tools.
* Ensure adherence to donor procurement and financial rules in collaboration with program and operations teams.
* Implement and manage internal control systems, compliance protocols, and financial reporting functions as per donor regulations.
* Ensure compliance with local taxation laws and maintain strong command over MS Excel/spreadsheet management.
* Prepare petty cash vouchers, maintain cash ledgers, and process petty cash reimbursements; review field expenses.
* Prepare BPVs (Bank Payment Vouchers), ensuring accurate and complete supporting documentation in line with organizational policies.
* Support the Admin & Finance Manager (AFM) in preparing monthly cash, bank, and balance sheet reconciliations.
* Monitor project expenditures, ensuring alignment with the budget lines and preventing over-expenditures at all times.
* Perform other tasks as assigned by senior management.

**Qualification**

Masters in Finance, Accounts, Commerce, ACCA, or equivalent from an HEC-recognized institution.

**Experience**

Minimum 2 years of relevant experience in finance, accounts, or financial management.

**Skills and Attitude**

* Strong communication skills with fluency in written and spoken English.
* Ability to perform under pressure.
* Proficiency in computer applications, including MS Word, Excel, and Outlook.
* Competence in working with international standards and participatory approaches.
* Strong analytical, writing, and editing skills, ensuring clear and efficient 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.