

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Chief Financial Officer cum Company Secretary to Board	1.2 Department/Project: RSPN-Core	
1.3 Category/Grade: Management - 3	1.4 Duty Station: Islamabad with travel to project districts	
1.5 Reporting to: Chief Executive Officer, RSPN		
2.0 Job Responsibilities		
<p>The Chief Financial Officer cum Company Secretary at RSPN is responsible for financial sustainability, compliance, and operational efficiency, enabling the Organisation to fulfill its mission. The CFO cum Company Secretary reports to the Chief Executive Officer (CEO) and works closely with RSPN Board's Finance & Investment Committee to put in place strategies, policies and financial goals in keeping with RSPN's mission. The CFO cum Company Secretary ensures relevant legal compliances. A key role of the CFO is prudently and transparently managing donor funds. The task of Company Secretary to the Board includes advice on corporate governance, ensuring regulatory compliance, managing Board meetings, maintaining corporate records and working closely with the Board's Finance & Investment Committee.</p> <p>The tasks of the CFO cum Company Secretary are:</p>		
2.1 Core Financial Strategy and Planning		
<ul style="list-style-type: none"> - Work with the CEO and the Board to align RSPN's financial strategy with its mission. - Update RSPN's Business Plan, providing related financial forecasts. - Provide information to the CEO and Board's Finance & Investment Committee on RSPN investments. 		
2.2 Team Management		
<ul style="list-style-type: none"> - Lead, mentor, and ensure ongoing professional development of RSPN's Finance Section. - Ensure effective and optimal Finance team management as per RSPN's policies and procedures. - Ensure Finance Section's coordination and support to programme staff in budget preparation, tracking, forecasting. Budget preparation is the job of the Finance Section. - Ensure effective coordination on financial matters with RSPN partners and sub-contractors. - Encourage a gender balance in the Finance team of RSPN. 		
2.3 Financial Management, Accounting and Taxes		
<ul style="list-style-type: none"> - Ensure the implementation of policies and processes in Financial and Grant Management Manuals approved by the Board. 		

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

- Prepare, update and regularly present accurate financial statements, reviews and reports to the CEO, the Board's Finance & Investment Committee and donors.
- Develop annual budgets and plans for RSPN's core and donor funded programmes.
- Ensure smooth functioning of Finance Section's accounting system (GAAP/IFRS), grant management system, and RSPN's financial software (SAP, ORACLE).
- Manage restricted and unrestricted funds, ensuring compliance with Board directives, relevant RSPN Manuals and contracts with donors.
- Oversee banking relationships.
- Manage RSPN's investment portfolio.
- Ensure full compliance with relevant tax laws. Assess and report tax implications of contracts, to CEO. Work with RSPN's tax advisor to ensure strict compliance with relevant tax regulations.

2.4 Grant and Other Legal Compliances

- Manage all contracts at RSPN and ensure their compliance.
- Work with RSPN's legal advisor to obtain advice on contracts.
- Ensure that RSPN is regularly certified by the Pakistan Centre for Philanthropy.
- Coordinate with the Government of Pakistan's Economic Affairs Division (EAD) for MOUs between RSPN and EAD.
- Work closely with RSPN's internal auditor to ensure grant compliance and strengthen internal controls/financial risk management.

2.5 Audit

- Spearhead audit compliance, ensuring the adoption of external and internal audit recommendations.
- Be the primary link between the Organisation and external auditors.
- Facilitate RSPN's internal auditor to ensure grant compliance and implement relevant internal audit recommendations.

2.6 Risk Management and Internal Control

- Ensure that organisational operations comply with relevant laws and best practice principles of corporate governance. This includes relevant SECP regulations, tax laws, Employees Old Age Benefit Scheme (EOBI), staff gratuity fund, staff health insurance, vehicle insurance.

- Ensure that RSPN complies with Board approved policies and procedures.
- Ensure that RSPN internal controls are strictly implemented with robust internal controls to prevent fraud, embezzlement, or financial mismanagement.
- Work with RSPN's legal advisor to draft and/or review RSPN contracts with donors, sub-contractors, vendors, where required.

2.7 Role as Company Secretary

- Fulfill all responsibilities as the Board's Company Secretary, as required by law.
- Work with the Board's Finance & Investment Committee
- Facilitate communication between the Board, management and other stakeholders, ensuring that Board decisions are properly recorded, communicated, and implemented in a timely manner.
- Liaise with RSPN's legal advisor.

2.8 Follow RSPN's Code of Conduct and PSEA policies. Participate in SEA training, ensure its implementation in Finance Section.

2.9 Any other duties assigned by the CEO and the RSPN Board's Finance & Investment Committee (F&IC).

3.0 Required Qualifications, Experience and Skills

3.1 Education/Qualification: Chartered Accountant (CA), ACCA, or ACMA (CIMA) qualification from a recognised professional body.

3.2 Experience: A minimum of 15 years of professional experience in finance, accounting, and financial management, with at least 10 years in a senior leadership role (preferably as CFO, Head of Finance, or equivalent).

3.3 Skill Set:

- Strong team-work and interpersonal skills to work with a highly experienced RSPN programme team.
- Experience of compliance with corporate governance requirements, including maintenance of statutory records, filings, and registers, and adherence to applicable regulatory frameworks.
- Expertise in strategic financial planning, budgeting, forecasting, and financial analysis.
- In-depth knowledge of taxation laws, regulatory requirements, and corporate governance practices.
- Proven ability to design and implement internal controls and risk management systems.
- Knowledge of ERP system (SAP) and financial management software.
- Advanced proficiency in MS Office Suite, particularly Microsoft Excel and financial modelling.
- Familiarity with government contracting, financial, procurement and audit systems

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

- Experience as Company Secretary of a Pakistani non- profit, ensuring effective governance support to the Board and its Committees. Proficiency in relevant SECP regulations and Economic Affairs Division (EAD) systems of MOUs with local non-profits
- Fluency in written and spoken English

References: at least two references are required who will be contacted by RSPN.