JOB DESCRIPTION	HR#002

1.0 Position Summary	
1.1 Position: Finance Officer	1.2 Department: Finance & Accounts
1.3 Category/Grade: Professional - 2	1.4 Duty Station: Islamabad with travel to the project areas as and when required
1.5 Reporting to Manager Finance and Accounts, RSPN	

2.0 Job Responsibilities

1. Ensure proper accounting, bookkeeping and financial management of the programme.
2. Compile and sort documents and preparation of documents such as invoices, cheques and substantiating business transactions.
3. Deposit of banking instruments and maintenance of records.
4. Verify and enter details of business transactions, such as funds received, disbursed and update accounting books.
5. Compute and record charges, refunds, rentals, and similar items.
6. Computation and recognition of indirect cost recovery, timely ascertainment of profit on bank deposits, calculation of gain or loss on foreign currency conversion etc.
7. Preparation of Project Bank Reconciliations.
8. Effectively coordinate for communication with banks, vendors and project teams.
9. Project Finance Officer shall prepare and amend budgets.
10. Perform monthly payroll calculations and arrange for funds to be transferred to employee accounts.
11. Preparation of annual physical count reports, maintenance of cheque book and cheque book register and other correspondence related to banks.
12. Deduction of tax, preparation of tax statements and maintenance of tax records.
13. For projects, Project FO shall prepare payroll reconciliation for review.
14. Preparation of financial and other periodic reports for RSPN and Donors.
15. Verify computed charges/interests, refunds, rentals and calculation of gain or loss on disposal and similar items.
16. Perform physical count and coordination for preparation of report.
17. Coordinate for preparation, review, amendments and presentation of budget.
18. Coordination with external and internal auditors as specified by PO F&A, Manger F&A and CFO.
19. Follow the code of conduct and PSEA policies. Participate in SEA training and awareness activities, including sharing materials. Report SEA allegations through the designated channels. Assist with investigations as needed; and Identify and mitigate SEA-related risks, particularly for staff involved in programme implementation.
20. Perform any other responsibilities assigned by the supervisor.

3.0 Required Qualifications, Experience and Skills

3.1 Education: ACCA/ACMA/CA (or equivalent) or University degree in Accounting/Finance or related fields. Professional accountant will be preferred.

3.2 Experience: Minimum of 5 years of relevant professional experience

3.3 Skills: Accounting, Reporting, Taxation, and MS Office, Planning,