



JOB TITLE:	Finance and Administration Officer, CLGF Programme, Pakistan
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Reporting to:	CLGF Project Manager/Coordinator, Pakistan
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PURPOSE OF JOB

Working closely with the CLGF Programme Manager/Coordinator, (Pakistan), CLGF Strategic Advisor and Provincial LCA Coordinators

- a) Ensure financial, administrative and logistical support to the CLGF Programme Manager/Coordinator to ensure the smooth running of the office and all programme activities.
- b) Ensure that all financial and administrative procedures are followed.
- c) Ensure the timely, efficient and cost effective delivery and of project activities and tasks

MAIN DUTIES

Under the direction of the CLGF Regional Programme Manager/Coordinator (Pakistan)

- Contribute to the development and establishment of office systems and processes for finance, administration and procurement, based on existing CLGF/LCAP guidelines and EC contract requirements
- Prepare quarterly and annual project budgets
- Ensure efficient book-keeping and records management for the project accounts, including the collation of all receipts in line with EC requirements to facilitate the reporting process
- Prepare monthly, quarterly and annual financial reports for CLGF and for the EC in line with EC financial reporting procedures
- Prepare financial statements for periodic audits and expenditure verification
- Prepare documentation to facilitate project operations including requests for expression of interest, procurement notices, bidding document and tender evaluation reports
- Ensure prompt payment of suppliers and service providers
- Prepare regular briefings for all staff and LCA Coordinators to help ensure adherence to work plans and approved budgets
- Provide financial management support/training to LCA Coordinators to build the financial management capacity of the Associations
- Maintain the project asset register
- Oversee and ensure good administration and logistical support for events, training and policy workshops, technical assistance missions etc including ensuring cost-effective accommodation, travel, and the payment and recording of expenses
- Other tasks as necessary to ensure the successful implementation of the project

PERSON SPECIFICATION

Education/experience

A post graduate degree or equivalent in finance and accounting; preferably M. Com, MBA (Finance), CIMA and ACCA

At least five years' experience in finance and accounting

Direct experience working on EC funded projects and following EC procedures and guidelines would be a definite advantage

Knowledge and understanding

1. Excellent knowledge and understanding of accounting processes and procedures
2. Experience of budget preparation and financial reporting to the EC and ideally also other donors
3. Experience of EU procedures is essential
4. Good knowledge of Microsoft office and use of spreadsheets and accounts software
5. Effective organisational, accounting and logistical skills
6. Good written and oral communication skills.
7. A flexible approach to work and managing priorities
8. Knowledge of local government or international development is desirable

Personal qualities and skills

- Good financial management
- Ability to work under pressure and meet project delivery and reporting deadlines
- Cooperative, flexible and able to undertake tasks and respond effectively to changing priorities
- A good leader but also a self-motivated and a reliable team player
- Logistical and systematic in work processes
- Ability to work sensitively in partnership with other organisations
- Ability to work in a sensitive political environment
- Ability to work confidentially and in a professional manner
- Willingness to travel in Pakistan as necessary.