

## MOJAZ Foundation

**Job Title:** Admin & Finance Officer (AFO)  
**Reporting To:** Manager F&A and Project Coordinator  
**Job Status:** Fixed term contract for 3 months  
**Job Location:** Field Office Shaheed Benazirabad

### **Job Purpose / Summary:**

The Admin & finance Officer will be responsible to assist in smooth operations of the Admin finance activities and maintenance of all finance and admin records. To assist and coordinate the effective management of finance and general administration functions in Finance/accounts/procurement department. Admin & Finance Officer will support Finance Manager in budgeting and donor reporting and ensure that financial reports are effectively used by programme team.

### **Duties and Responsibilities:**

#### **1. Bank/Cash Payments**

Admin Finance Officer will be responsible for making cash and bank payments in accordance with financial procedures of the organization and will ensure proper supporting documents available with the voucher and availability of the budget.

#### **Performance Standard**

- Collect and examine supporting documents for payments
  - a. Supply Request
  - b. Request for Quotation
  - c. Quotations
  - d. Quotations/Bid Analysis form
  - e. Purchase Order/Agreement
  - f. GRN
  - g. Invoice
  - h. Copy of Cheques
  - i. Receipt acknowledgment on supplier letter head
- Ensure that documents and signatures are valid.
- Prepare payment vouchers, and receipt vouchers.
- Prepare cheques/payment orders and ensure that they are properly delivered.

#### **2. Salary payments**

Admin & Finance office will be responsible for preparation of monthly staff payroll and payment of the salary to staff and ensure proper supporting documentation available.

#### **Performance Standard**

- Proper payroll sheet with columns of additions, deductions and net salary
- Tax is deducted on payroll
- Supporting time sheet available with the vouchers
- Attendance sheet
- Leave record
- Payment of salary through bank transfer or cross cheque
- Receipt acknowledgement from staff in case of cross cheque
- Time Sheets

### **3. Bookkeeping and Financial Reporting**

Admin and Finance Officer will ensure that staff adhere to internal controls; make necessary accounting adjustments and keep books of accounts as per standard procedures. S/he will review field books of accounts. S/he will do day to day payments, adjustments. S/he will coordinate internal/external audits.

#### **Performance Standard**

- Record all transactions, on manual/computer systems as appropriate.
- Proper Ledger available for each budgeted head
- Maintain Cash Book
- Maintain Bank Book
- Maintain float, loan and salary advance registers.
- Bank and Cash reconciliation statement
- Midterm Financial report
- Final financial report

### **4. Manage the petty cash:**

Admin and Finance Officer will be responsible for managing for petty cash for day to day cash payments.

#### **Performance Standard**

- Ensure that supporting documents/signatures are valid.
- Prepare petty cash vouchers.
- Be responsible for petty cash held in the office.
- Prepare Petty Cash Form, and request additional cash as necessary.
- Carry out cash count every two weeks.

### **5. Proper filing:**

Admin and Finance Officer will be responsible for proper finance filing. S/he will be responsible for keeping all financial record in an effective and efficient manner

#### **Performance Standard**

- Ensure that all accounts records are filed in an orderly manner.
- Produce bills for staff use of vehicles, photocopier and phone.
- Personal file or properly managed
- Copies of all agreement

### **PERSON SPECIFICATION**

#### **Essential:**

Partly qualified from B.Com, MBA, M. Com.

At least two years of work experience

Must be computer literate with a comprehensive knowledge of MS, Excel & accounts packages

Good communication & team building skills

#### **Desirable:**

Qualified profession accountants will be preferred

Knowledge of development issues & concepts

Experience of working in an insecure environment

**Special Skills, Aptitude or Personality Requirements:**

Active team player.

Adaptable and flexible. Willing to travel to remote field areas with basic living conditions.

Ability to regulate own time and perform to deadlines.

Command of MS Office. Experience on accounting programmes will be a plus.

Capacity building and training skills

Good interpersonal and communication skills

Basic report writing skill

Basic analytical and problem solving skill

**Accountability:**

Accountable as per above mentioned duties and Responsibilities

**Authority:**

As per duties and responsibilities

**Performance Standards:** Mentioned above against each duties and responsibility respectively

**MOJAZ Staff Code of Conduct and Programme Participant Protection Policy of Concern**

MOJAZ Foundation has a staff Code of Conduct and a Programme Participant Protection Policy which have been developed to ensure the maximum protection of programme participants from exploitation and to clarify the responsibilities of MOJAZ staff, consultants, visitors to the programme and partner organizations, and the standards of behaviour expected from them. In this context staff have the responsibility to the organization to strive for, and maintain, the highest standard in day-to-day conduct in their workplace in accordance with MOJAZ's core values and mission.

Any candidate offered a job with MOJAZ Foundation will be expected to sign the Programme Participant Protection Policy of CONCERN and the MOJAZ Staff Code of Conduct as an appendix to their contract employment.

Any breach of MOJAZ Staff Code of Conduct or the Programme Participant Protection Policy by employees of MOJAZ Foundation during the course of their employment will result in disciplinary action up to, and including dismissal.

Name (Employee)                                          Signature                                          Date

Name (line Manager)                                          Signature                                          Date