

## Job Opportunity

The **Senior Manager Finance & Compliance** will oversee the core functions of finance and accounts for AAWAZ project. She or he will be part of the senior management team of AF for AAWAZ project and will play a critical role in working with senior management and project heads for managing the financial operations. This is a tremendous opportunity for a professional to maximize and strengthen the internal finance-related capacities of a well-respected, high- impact civil society organization.

The individual will be responsible for the Value for Money, integrity and control of all aspects of financial management, including accounting activities, of AAWAZ project and its audits and assessments.

Senior Manager Finance & Compliance will report directly to Chief Operating Officer in AF.

Sr #	Job Title	Place of work/No of Positions	Qualification/ Experience/ Job Requirements
1.	Senior Manager Finance & Compliance	Islamabad (1)	<p><b><u>Main responsibilities and duties</u></b></p> <ul style="list-style-type: none"> <li>Responsible for all financial aspects of AAWAZ project delivery, including accounts, compliance, financial reporting, auditing and day to day financial management of central, regional and field offices of AAWAZ project.</li> <li>Provide critical support to AF senior management for the implementation of the action plan as per the external audit and Compliance &amp; Agreement department (DAI MO) findings.</li> <li>Provide substantial technical inputs for project documents, including value for money framework and costed work plan.</li> <li>Serve as a primary point of contact for finance-related aspects of AAWAZ project to DAI – MO.</li> <li>Manage the submission of monthly financial record to DAI - MO and coordinate with DAI - MO - C &amp; A, and finance team in submission of monthly invoices.</li> <li>Responsible for AAWAZ project budget at AF end, coordinate with DAI management in preparation of AAWAZ budgets, budget spent and reporting the financial details to DAI – MO as per the budget. Responsible for changes to partner budgets.</li> <li>Responsible for submission of monthly projection to DAI – MO and to ensure that the spent of the budget is as per the projections.</li> <li>Ensure the programme has the appropriate resources to deliver targets and deliverables of AAWAZ project.</li> <li>Ensure programme compliance with project priorities and DAI – MO regulations with respect to financial management.</li> <li>Provide substantive input to capacity building of financial and accounting staff of AF – AAWAZ and</li> </ul>

		<p>AF's Community Partner Organisations (CPOs).</p> <ul style="list-style-type: none"> <li>• Responsible for review of monthly spending variance analysis with AF Programme team and conduct in-house monthly fee, operational and programme spending review meetings with the heads of the AF management.</li> <li>• Responsible for reporting key financial issues to AF management regarding AAWAZ project delivery.</li> <li>• Responsible for coordinating with DAI – MO C &amp; A team for C &amp; A compliance visits, internal and external audits.</li> </ul> <p><b><u>Minimum Technical Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Chartered Accountant– (ACA, ACCA, CIMA, ACMA or CA-Inter having completed articles of 4 years).</li> <li>• Minimum 10 + years of experience working in same kind of position of responsibility in NGO, INGO or Corporate sector organizations.</li> <li>• Experience in proposal preparation and budget formulation.</li> <li>• Understanding of multi and bilateral donor policies and procedures.</li> <li>• Proven financial analysis and planning skills.</li> <li>• Ability to use computer based financial systems to track accounting activity.</li> <li>• Proven ability to prepare financial reports as per requirement of international donor organizations.</li> <li>• Excellent skills in English, both spoken and written.</li> </ul> <p><b><u>Additional Technical Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Experience of working with international donors and donor-funded projects</li> <li>• Experience of working with DFID, USAID, WB, ADB, UN etc</li> <li>• Knowledge of Sidat Haider Accounting Systems will be an added advantage.</li> </ul>
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Please send your applications along with updated CV on [jobs@af.org.pk](mailto:jobs@af.org.pk) no later than **5 March 2015**. Kindly mention your name and job title in the subject line.