

## **Aurat Publication and Information System Foundation (AF)**

### **Job Profile**

Job Title:	Grants and Finance Officer -Monitoring
Organization:	Aurat Foundation
Duration:	Two Years (extendable subject to available funding)
Duty Station :	Karachi, Pakistan with extensive field visits in Sindh (80% time)
Type of Contract:	Fixed Term Service Contract
Reporting to:	Assistant Manager Financial Monitoring based at Head Office Islamabad And Resident Director based at Regional office Karachi

Established in 1986, Aurat Publication and Information Service Foundation is a civil society organization committed to work for women's empowerment and citizens' participation in governance for creating a socially just, democratic and humane society in Pakistan. Over the last 25 years, Aurat Foundation has come to be recognized nationally and internationally as one of the leading institutions for enhancing women's economic and political status in the country. The Foundation has also emerged as a major support organization for civil society organizations working for social change at the community level. The Foundation works primarily with the collaboration of civil society organizations, networks and groups and has an outreach extending to all of Pakistan's districts. It has a network of information focal points for community level women in rural and urban communities across Pakistan; it has created and is strengthening its network of civil society organizations in all the districts of Pakistan for citizens' participation in addressing issues of concern for women at the district level and below; and it is catalyzing critical groups in society to influence policy, legislation and programs for women's greater economic and political power in society. For more details, please visit our web site [www.af.org.pk](http://www.af.org.pk)

### **About Gender Equity Program (GEP) project:**

Aurat Publication and Information Service Foundation (AF) is implementing a five year, USAID supported Gender Equity Program (GEP) in collaboration with The Asia Foundation. The program commenced on August 18, 2010 and will continue until August 15, 2015. AF works primarily with the collaboration of civil society organizations, networks and groups and has an outreach extending to all of Pakistan's districts. It is catalyzing critical groups in society to influence policy, legislation and programs for women's greater economic and political power in society.

The Gender Equity Program aims at closing the gender gap in Pakistan by proactively supporting the development of women. The program seeks to facilitate behavioral change in society by enabling women to access information, resources and institutions, and improve societal attitudes towards women's rights issues. Through this program AF will be giving more than 400 grants to civil society organizations in periodic grant cycles each year, themed to meet the overall objectives of the program.

**Core Function/objective of the position:**

The core objective of the position is to ensure that the sub-grantee's' financial procedures & policies are implemented and practiced in a way that meets not only the organizational objectives but also the accounting standards of USAID and best practices by guiding them on how to follow and implement the standards. In addition this aims to provide support to the implementing sub grantees' staff in financial reporting in accordance with reporting guidelines of USAID and grant conditions.

**Main Task and Responsibilities:**

1. Financial monitoring and risk assessment of all the sub grantees involved in GEP project in Sindh by means of field visits and as per financial monitoring plan;
2. Assessing and monitoring of sub grantees' compliancy to USAID and Aurat Foundation funding requirements and conditions
3. Review the actual process of the booking of the expenditure, payments, receipts, salaries disbursement of the subgrantee's, etc;
4. Identify the area of improvement and report to the Assistant Manager Financial monitoring for his/her further action;
5. Verification of the expenditures / receipts booking at sub grantees' offices level
6. Verification of the assets of the project and their booking process including verification from the asset register;
7. Work with Program M&E staff to verify the cost of the procurements and services, if any;
8. Share the reports of each sub grantees' visit with Assistant Manager Financial Monitoring and Resident Director and keep the PMS (software) up to date
9. Any other task assigned by Line Manager.

**Internal Contacts:**

1. With Assistant Manager Financial Monitoring for overall steer and guidance
2. With relevant Finance Officer on policies and procedures
3. With all members of the Project Program especially with (1) the Program Officer MER (2) Finance Team (3) Program Support (Admin, Logistics, HR, IT and Security).

**External Contacts:**

1. Sub grantee Organizations

**Required Qualification, Experience & Skills:**

1. Minimum Qualification is MBA in Finance, MCom, CA Inter, ICMA, ACCA from any recognized institution

2. Minimum 3 years of experience of financial monitoring, preferably in nonprofit sector;
3. Experience of working on grants in the light of donor requirements/guidelines specially USAID
4. Experience of working in an nonprofit sector is not essential but will be given preference;
5. Advance Knowledge of Ms. Office, Spread Sheet, and Power point is desirable
6. Knowledge of working on financial soft ware will be an added advantage
7. Solution oriented, supportive, adaptable and flexible personality
8. Excellent analytical skills;
9. Ability to meet deadlines and willingness to travel within Pakistan on short notice;
10. Understanding of government tax laws for non- profit sector;
11. Skills in diplomacy and experience of successfully dealing challenging situations, stakeholders and people;
12. Fluent in written/spoken English. Knowledge of Urdu or any other local language will be good.
13. General knowledge of Accounting Software's;

#### **Who Should Apply for this Position?**

We believe in maintaining diversity in our human resources. As an equal opportunity employer we encourage women and persons from disadvantage groups having relevant experience to apply. We offer competitive and attractive remuneration and a very professional environment: