

## Job Opportunities

**Aurat Foundation, a national non-profit organization working for women's empowerment, invites applications for different positions in the following project:**

Aawaz is a five-year Voice and Accountability programme to strengthen citizen's voice for democratic processes in Pakistan to make them more open, inclusive and accountable to citizens. The programme has three distinct components, **Gender, Conflict Resolution and Citizens Engagement**, to be implemented in 45 districts across **Punjab and Khyber-Pakhtunkhwa** provinces. Following position is required for implementation of the project:

Sr #	Job Title	Place of Work/ No of Positions	Qualification/ Experience/ Job Requirements
1.	Assistant Manager Finance	Islamabad (1)	<p><b>Qualifications:</b> CA Intermediate, ICMA, MBA in Finance from HEC recognized Institution.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>■ 4-5 years of professional experience in finance, accounting and auditing an organization of well repute.</li><li>■ Previous Experience with Development Sector will be preferred.</li><li>■ Proficiency in MS Excel is must. Experience in Sidaat Hyder Financial shall be preferred.</li></ul> <p><b>Main functions:</b></p> <ul style="list-style-type: none"><li>■ To assist the Finance Manager in ensuring that timely and accurate payments are made.</li><li>■ To handle queries from the staff regarding travel and subsistence claims.</li><li>■ Enter all vouchers in accounting software.</li><li>■ To keep the records for receivables and payables accounts.</li><li>■ To prepare bank reconciliation statements and dealing with tax matters.</li><li>■ To ensure compliance with the organization's policies and procedures together with donors' agreements.</li><li>■ Reconciliation of all vouchers to ensure completeness and accuracy of the transactions.</li><li>■ Recording employee's salary advances and subsequent adjustments.</li><li>■ Preparation and payment of local payroll and related allowances, taxes and benefits.</li></ul>

Please send your applications along with updated CV on [jobs@af.org.pk](mailto:jobs@af.org.pk) or dispatch them to Aurat Foundation, Head Office, Islamabad no later than **29<sup>th</sup> April 2013**. Kindly mention your name and job title in the subject line.