

Job Description

Title: Finance & Admin Officer – Aawaz II
Country, region: Pakistan, Khyber Pakhtunkhwa

This position will be based in Islamabad

About the organization:

Omar Asghar Khan Foundation strengthens the voice, visibility and resilience of citizens to claim their rights & entitlements from the state, curb inequalities and exclusion & reduce the burden of poverty. Founded in 2000 as a public advocacy organization, the Foundation's skilled and experienced team of professionals works with local communities, civil society and governments across Pakistan. Using social accountability and budget analysis, the Foundation opens channels of citizen engagement that makes governance responsive, increases trust in public institutions and helps people make a difference in their lives. Combining learning and connecting, it also promotes social inclusion, climate resilience and poverty reduction.

About the project:

Aawaz II is a Foreign, Commonwealth and Development Office (FCDO) funded programme in Pakistan, managed by the British Council, which works with local communities in KP and Punjab provinces to promote the rights of children, women, youth, and other marginalised groups, to strengthen their control over their own development.

Aawaz II Programme has four pillars and the British Council is leading on the delivery of the community pillars relating to community dialogue, awareness and social cohesion. As part of the delivery of these pillars, Aawaz II provides information referrals, facilitates citizen-state engagement for uptake of services and enhances capacities of local communities. The British Council is implementing Aawaz II in partnership with a range of strategic, provincial and downstream partners in selected districts of KP and Punjab. Omar Asghar Khan Foundation is Aawaz II's Provincial Partner in KP. The thematic focus of the programme is on gender-based violence, child marriage and social cohesion.

Purpose of the position/Role:

The Finance & Administration Officer will lead on financial management & planning and support administration. Specific responsibilities will include:

- preparing reports, budgets, accounts, business plans/projections, financial statements and invoices
- managing budgets and financial accounting
- preparing the monthly payroll, and ensuring compliance with related tax and other laws of Pakistan
- developing and managing financial systems/models
- supporting administration including procurement

Qualifications & Skills:

- Bachelors or Masters in relevant field.
- Good knowledge and experience regarding financial accounting, procurement & taxation.
- At least 3 years of experience of financial management.
- Ability to work in a team and good interpersonal skills.
- Ability to travel in the field as per project requirement.
- Familiarity with government compliance mechanisms for project implementation.
- Competency in Microsoft applications including Word, Excel & Power point as well as remote communication tools such as Zoom and Microsoft Teams.

Omar Asghar Khan Foundation is an equal opportunity employer.
Women, transgender persons, religious minorities & persons with disabilities are encouraged to apply.