

## Term of Reference

**Job Title: Admin & Finance Officer**

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. Omar Asghar Khan Foundation is the provincial partner for the Aawaz II programme in Khyber Pakhtunkhwa.

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.

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### Job Description:

Specific responsibilities include but not limited to following:

## **Finance Related Tasks**

- Ensuring the Aawaz II Programme financial transactions are properly authorized, recorded, have adequate supporting documentation and can be easily extracted for the purpose of preparing financial statements and for conducting audits.
- Ensure Administrative and Financial compliance requirements as per Aawaz II contract with British Council.
- Regular coordination with British Council Finance and Programme team for monthly compliance and programme activities operationalization.
- Preparation of monthly budget vs actual expense report of Aawaz II Programme.
- Ensure that all financial documents relating to the project (cash books, ledgers, asset registers, payrolls, bank statements, invoices, and other vouchers) are retained and are available for inspection by the donor.
- Responsible for processing procurements requests, initiating procurement payments and salary processing of Aawaz II staff.
- Coordinate with internal and external auditors.
- Oversees the petty cash management.
- Responsible to maintain Aawaz II Programme financial programme data and supporting insoft and hard form.
- Review all payment requests to certify that supporting documents have been provided and correct budget codes have been used.
- Responsible for the preparation and submission of financial reports to the British Council as per agreed timelines.
- Responsible for all the programme vendor payments.
- Assist programme team in carrying out provincial level activities by controlling and monitoring expenses against approved budgets.
- Regularly briefs the senior management of Omar Asghar Khan Foundation about the allocation and utilization of Aawaz II programme budget.
- Dealing with withholding tax matters and filing tax returns. Ensure timely payment of WHT on salaries, service and supplies and complies with tax-filing requirement.

## **Admin Related Tasks**

- Manage travel and logistics in all the programme implementation districts across KP for Aawaz II Programme team.
- Responsible for procurement of all goods and services for Aawaz II project
- Assist in logistical planning for seminars, workshops, meetings and consultations, including preparation of relevant documentation.
- Responsible to negotiate services agreements with vendor.
- Look after day to day administrative.
- Any other task/s related arising need of the assignment.