

Finance and Administration Manager

Last Date to Apply: March 7th, 2021
Location: Islamabad, Pakistan

Institute of Social and Policy Sciences (I-SAPS) is seeking applications from suitable candidates for the post of Admin/Finance Manager. The person will be responsible for carrying out administrative and financial activities that includes budgeting, financial and administrative reporting, procurement, travel and logistic arrangements.

Requirements:

- Master's degree, preferably in finance/accounting or related field
- Minimum of three years' experience in managing finance and budgeting activities for donor funded project in any reputable institute or public health organization
- Must have experience managing finances of public health grants and co-operative agreements
- Strong knowledge of grant compliance and financial reporting skills.

Skills Needed:

- Required competency in MS office especially MS Excel
- Proficiency in developing budgets and conducting audits
- Proficiency in drafting official letters
- Strong interpersonal skills
- Strong knowledge about local financial policies and regulations
- Good communication skills in English both written and verbal required
- Basic working knowledge in IT related issues
- Ability to ensure confidentiality of financial data

Key Responsibilities:

- Manage day to day operations of a donor funded project in Islamabad and respond to internal and external inquiries
- Develop and monitor project budget
- Development budget compliance reports for headquarters
- Communicate with headquarters to provide budget status reports
- Maintain equipment inventory
- Manage staff expense requests
- Organize travel and accommodation for staff and partners
- Manage all logistical arrangements of training and field projects activities
- Manage and organize partner meetings and other events and coordinate with other stake holders and funding agencies
- Any other tasks assigned by the Program Coordinator

Selection Criteria:

- Selection of candidate will be done through a competitive process
- Only shortlisted candidates will be contacted for interview to be conducted for final selection
- Candidates with no experience supporting donor funded projects, government grants and co-operative agreements **will not** be considered.

Contact Details:

- **Deadline for submission of applications is Sunday, March 7th, 2021**
- Interested candidates should submit a cover letter and resume before the deadline.
- Applications must be emailed to the following address: info@i-saps.org