

## **Finance Officer**

### **Job Description:**

Institute of Social and Policy Sciences (I-SAPS) is mandated to undertake multi-disciplinary research, developing human resources, informing public policies, optimizing development initiatives, and engaging state and market actors for sustainable development. I-SAPS is engaged in research and analysis, policy dialogues and advice, teaching and capacity building, and providing technical assistance support to public, private and development sector organizations and their staff. The Institute also engages in development projects at selected geographical areas. I-SAPS is currently undertaking an initiative titled 'Improving Girls Education Activity (IGEA)' in Pakistan in Khyber Pakhtunkhwa including newly merged districts. For the implementation of project activities, I-SAPS is hiring Finance Officer at Peshawar office.

### **Specific Responsibilities:**

The Position will be based in Peshawar. The Position will be required to:

- Assist Finance Manager in the preparation of project financial reports statutory reports and preparation of cash flow statements on monthly basis.
- Maintain financial records of project in a manner that facilitates management reports.
- Input all financial data into Oracle financial accounting system
- Prepared forecast of following month on basis project activities plan and submit for approval and discussion.
- Ensure the accuracy of the invoice, bills before sending for payments.
- Ensure all the requisite documents are attached with the vouchers as per I-SAPS policy.
- Responsible that compliance with tax related matter, monthly & annual income tax returns & employees tax deduction certificates
- Assis Finance Manager and Home Office Finance Team during internal and external financial auditing and evaluation
- The position will report to Project Finance Manager and chief financial officer at Head office.
- Disbursement of petty cash for project expenses as per need and forecast
- Any other duties assigned by the supervisor

### **Qualifications/Experience:**

- Bachelor/Masters' Degree or relevant advanced degree in accounting and finance.
- At least 5 years' experience in the relevant field.
- Proficient in MS Office, MS Word, etc.
- Good writing skills in English.
- Good Communication Skills
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### **Apply:**

- Please send your CVs to [hurs@i-saps.org](mailto:hurs@i-saps.org) by September 23, 2022.