

Finance Manager

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 Manager at Peshawar office.

Specific Responsibilities:

Finance Manager will be based in Peshawar / Islamabad: The Position will be.

- Responsible for preparation of quarterly financial reports of the project in accordance with contract/agreement requirements in accurate and timely manner.
- Responsible for preparation of Project Annual Financial Statements in accordance with the International Financial Reporting Standards (IFRS) and guidelines issued by the ICAP for NPOs.
- Responsible for preparation of Monthly/Quarterly/ Annual cash flow statement and accruals.
- Responsible for the compliance of donor's agreement, organizational policies and practices relating to financial transactions.
- Responsible for day to day financial operation of the project by keeping the cost in line with the allocated/approved budget.
- To ensure compliance of tax related matters, including income tax, sales tax, exemptions under International treaties etc.
- Being a liaison person, will be responsible to manage the tax related matters with government agencies.
- Responsible for smooth conduct of internal and external audit of the project
- The position will report to chief financial officer of the organization.
- Any other duties assigned by the supervisor.

Qualifications/Experience:

- 4 Years Bachelor or Masters' Degree or relevant advanced degree in Finance.
- At least 10 year's relevant experience.
- Proficient in oracle base software MS Office, MS Word, etc.
- Good writing skills in English

Apply:

Please send your CVs to hrs@i-saps.org by September 23, 2022.