

## **Finance Officer**

**Form of Employment:** Full time

**Location:** Islamabad, Pakistan

### **Background:**

The Institute of Social and Policy Sciences (I-SAPS) is a policy research and advocacy institute working across Pakistan in a number of research areas, including education, disaster risk reduction, peace and stabilization, health and climate resiliency. I-SAPS undertakes multi-disciplinary research, develops human resources, informs public policies and engages the state and market in informed policy dialogues for sustainable development. Research, policy support and services offered by the institute are available to public, private and development sector organizations and their staff.

### **Tasks and Responsibilities:**

As a finance officer you would be expected to carry out the following:

- **Assisting Finance Manager:**
  - Collaborate with the Finance Manager to support financial operations and achieve organizational financial goals.
  - Assist in the preparation of financial reports, budgets, and forecasts under the guidance of the Finance Manager.
  - Help monitor and analyse financial data to identify trends, risks, and opportunities for improvement.
  - Support the Finance Manager in ensuring compliance with financial regulations, accounting principles, and internal control procedures.
  - Work closely with the Finance Manager to develop and implement financial policies and procedures.
- **Financial Transactions:**
  - Process financial transactions, including payments, invoices, expense reimbursements, and petty cash.
  - Ensure accuracy and completeness of financial records, receipts, and supporting documentation.
  - Review and verify financial documents for compliance with organizational policies and procedures.
- **Budget Monitoring:**



- Assist in monitoring budget utilization and maintaining accurate records of expenditures.
- Collaborate with the finance team to track spending against budgeted amounts and identify variances.
- Provide support in preparing budget reports and projections.
  
- **Bank and Cash Management:**
  - Reconcile bank statements, verifying the accuracy of transactions and identifying any discrepancies.
  - Monitor cash flow, maintain cash registers, and ensure timely deposits.
  - Prepare and process cash and bank transactions, including deposits and withdrawals.
  
- **Financial Reporting:**
  - Assist in the preparation of financial reports, statements, and schedules.
  - Compile and analyse financial data to support accurate and timely reporting.
  - Collaborate with the finance team to ensure compliance with financial reporting requirements.
  
- **Compliance and Auditing:**
  - Assist in ensuring compliance with financial regulations, laws, and internal control policies.
  - Support the coordination of internal and external audits, providing necessary documentation and assistance.
  - Participate in the development and implementation of financial control procedures.

## **Values and Competencies**

### **Core Values:**

The following values form the foundation of I-SAPS' internal culture and alignment with them is a necessary prerequisite for consideration:

- Human Dignity
- Respect for Diversity
- Honesty and Integrity
- Transparency

### **Required Skills and Experience:**

The following skills and experience will be required to be eligible:

- Bachelor's/Master's degree in finance, accounting, or a related field.
- Minimum of 5 years of experience in finance, accounting, or a similar role.



- Solid understanding of accounting principles, financial regulations, and best practices.
- Proficiency in financial software applications and MS Excel.
- Strong numerical and analytical skills, with exceptional attention to detail.
- Excellent organizational and time management abilities.

### **Functional Competencies**

- Strong written and verbal communication skills, with exceptional attention to detail and accuracy.
- Ability to work independently, prioritize tasks, and manage multiple projects simultaneously.
- Strong interpersonal skills and the ability to collaborate effectively with diverse stakeholders.
- Knowledge of current trends and best practices in communications, outreach, and digital media.

### **What we offer:**

I-SAPS offers meaningful learning opportunities to work as part of a diverse organization having international and national presence. As part of a team of renowned experts and researchers, you will have the opportunity to contribute to impactful research initiatives and communicate findings to diverse audiences. Furthermore, you will play a role in informing the policy making process in Pakistan. The remuneration will be finalized based on prior experience and candidate's core competencies.

### **How to apply:**

If you are interested in applying for this position, please send your application (cover letter and CV) to [hrs@i-saps.org](mailto:hrs@i-saps.org). Please include “**Finance Officer**” in the subject line. Please note that only shortlisted candidates will be contacted for an interview. I-SAPS is committed to diversity and does not discriminate in employment based upon gender.

### **Institute of Social and Policy Sciences (I-SAPS)**

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