

Finance Manager

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. I-SAPS is seeking the services of a full-time finance manager for its head office in Islamabad.

Tasks and Responsibilities:

As a finance manager you would be expected to do the following:

- **Financial Planning and Analysis:**
 - Develop and implement financial strategies, policies, and procedures to support the organization's goals and objectives.
 - Conduct financial analysis and forecasting to guide decision-making and resource allocation.
 - Monitor financial performance, identify areas for improvement, and provide recommendations for cost reduction and revenue enhancement.
- **Budget Management:**
 - Coordinate the budgeting process, including the preparation, review, and consolidation of budgets.
 - Monitor budget utilization, analyse variances, and provide insights to management.
 - Collaborate with department heads to develop and manage departmental budgets.
- **Financial Reporting:**
 - Prepare accurate and timely financial reports, including monthly, quarterly, and annual financial statements.
 - Ensure compliance with accounting standards and regulations.

- Provide financial analysis and interpretation of reports to management and stakeholders.
- **Cash Flow Management:**
 - Monitor cash flow, oversee cash management, and optimize liquidity.
 - Conduct cash flow projections and develop strategies for efficient cash utilization.
 - Ensure timely and accurate processing of payments and receipts.
- **Financial Compliance:**
 - Ensure compliance with financial regulations, laws, and reporting requirements.
 - Manage internal controls and implement measures to mitigate financial risks.
 - Coordinate audits and provide necessary documentation and support to auditors.
- **Stakeholder Engagement:**
 - Collaborate with internal stakeholders, including management and department heads, to provide financial insights and guidance.
 - Liaise with external stakeholders, such as auditors, financial institutions, and regulatory bodies.
 - Build and maintain positive relationships with stakeholders, addressing their financial needs and inquiries.

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.
- Demonstrated experience of 10 years in finance management or a similar role.
- Strong knowledge of accounting principles, financial regulations, and best practices.
- Proficiency in financial analysis, budgeting, and forecasting.
- Experience in financial reporting and financial statement analysis.
- Advanced knowledge of financial software and MS Excel.

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. Please include “**Finance Manager**” 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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