

Job Description

Job Title: Admin/Logistic/Procurement/Finance Officer
Reporting To: Project Coordinator
Job Status: 9 months contract
Job Location: Head Office with visits to field
Approved By: Chief Executive Officer

Job Summary:

The employee will be responsible for managing and supporting all the admin, logistic, procurement, HR and finance functions for the project. The position has the responsibility for ensuring that the organization and the donor policies are being followed and implemented.

Duties and Responsibilities

1.Procurement

- Responsible for the project related procurement as per organization policies and back donor compliance
- Prepare necessary documentation and manage complete procurement cycle
- Prepare, check, collect and submit supporting documents for payments to finance
- Ensure that documents and signatures are valid before submission to finance for payment
- Responsible for maintaining Tender documents file as per donor guidelines

Performance Standard

- a. Requisition
- b. Request for Quotation/Tender Documents
- c. Quotations
- d. Quotations/Bid Analysis form
- e. Purchase Order/Agreement
- f. GRN
- g. Invoice
- h. Copy of Cheques
- i. Receipt acknowledgment on supplier letter head
- j. Procurement plan

2. Inventory of the office equipment:

- Prepare project equipment and assets list. Arrange necessary repairs as needed
- Maintain and update inventory register
- Responsible for tagging of all assets

Performance Standard

- a. Inventory register
- b. Assets tagging.
- c. Equipment handing and taking over form from the staff

3.Manage office supplies at field office level.

- Responsible for the purchase of office supplies.
- Ensure supplies of stationary for office are always available and replenish as necessary

4.Manage the petty cash:

Finance/Accounts Officer will be responsible for managing for petty cash for day to day cash payments

Performance Standard

- Requisition
- Office supplies stock register

4. Responsible for the transportation and staff travel movements plans

- Responsible for loading/unloading of trucks at warehouse
- Support Warehouse assistant in warehousing
- Arrange labours for loading/unloading and prepare labour payments
- Responsible for car rental, car arrangement and fleet management for staff as requested
- Keep records of all vehicles at field level
- Keep close coordination with the security forces in the area and update the project coordinator accordingly
- Any other tasks assigned by the line supervisor

Performance Standard

- Payment sheet for labour
- Attendance sheet for labour work
- Vehicle log book
- Vehicle Fuel consumption reports
- Security situation report (if any)

1. Bank/Cash Payments

Finance/Accounts Officer will be responsible for making cash and bank payments in accordance with financial procedures of the organization and will ensure proper supporting documents available with the voucher and availability of the budget.

Performance Standard

- Collect and examine supporting documents for payments
 - a. Supply Request
 - b. Request for Quotation
 - c. Quotations
 - d. Quotations/Bid Analysis form
 - e. Purchase Order/Agreement
 - f. GRN
 - g. Invoice
 - h. Copy of Cheques
 - i. Receipt acknowledgment on supplier letter head
- Ensure that documents and signatures are valid.
- Prepare payment vouchers, and receipt vouchers.
- Prepare cheques/payment orders and ensure that they are properly delivered.

2. Salary payments

Finance/Accounts Officer will be responsible for preparation of monthly staff payroll and payment of the salary to staff and ensure proper supporting documentation available.

Performance Standard

- Proper payroll sheet with columns of additions, deductions and net salary
- Tax is deducted on payroll
- Supporting time sheet available with the vouchers
- Attendance sheet

- Leave record
- Payment of salary through bank transfer or cross cheque
- Receipt acknowledgement from staff

To Assist different department

- Assist the Project Co-ordinator in HR issues (e.g. attendance sheet, time sheet etc.)
- Assist the Project staff in data entry and report consolidation.

Inventory of the office Equipment:

- Prepare project equipment and assets list. Arrange necessary repairs as needed.
- Maintain and update inventory register.
- Responsible for tagging of all assets.

3. Bookkeeping and Financial Reporting

Finance/Accounts Officer will ensure that staffs adhere to internal controls; make necessary accounting adjustments and keep books of accounts as per standard procedures. S/he will review field books of accounts. S/he will do day to day payments, adjustments. S/he will coordinate internal/external audits. S/he will be responsible for donor financial reporting.

Performance Standard

- Record all transactions, on manual/computer systems as appropriate.
- Proper Ledger available for each budgeted head
- Maintain Cash Book
- Maintain Bank Book
- Maintain float, loan and salary advance registers.
- Bank and Cash reconciliation statement
- Midterm Financial report
- Final financial report

4. Manage the petty cash:

Finance/Accounts Officer will be responsible for managing for petty cash for day to day cash payments.

Performance Standard

- Ensure that supporting documents/signatures are valid.
- Prepare petty cash vouchers.
- Be responsible for petty cash held in the office.
- Prepare Petty Cash Form, and request additional cash as necessary.
- Carry out cash count every two weeks.

5. Proper filing:

Finance/Accounts Officer will be responsible for proper finance filing. S/he will be responsible for keeping all financial record in an effective and efficient manner.

Manage office supplies at field office level.

- Responsible for the purchase of office supplies.
- Ensure supplies of stationary for office are always available and replenish as necessary.

Performance Standard

- Ensure that all accounts records are filed in an orderly manner.
- Produce bills for staff use of vehicles, photocopier and phone.
- Personal file or properly managed
- Copies of all agreements

Skills/Qualification/Exp Job Specific Competencies

- MBA (Finance) or M. Com or equivalent and or degree in social sciences
- At least 3-years work experience in such multiple roles preferably with NGOs or international organizations
- Good computer skills (Windows, Word, Excel).
- Ability to work under pressure and ability to work independently as well in a team.
- Must be computer literate with a comprehensive knowledge of MS, Excel and QuickBooks
- Good communication & team building skills

Language Skills

Good spoken and written English, Urdu and Pashto language skills

Accountability:

Accountable as per above mentioned duties and responsibilities

Authority:

As per duties and responsibilities

Performance Standards:

Mentioned above against duties and responsibility respectively

ADF Staff Code of Conduct

ADF has a staff Code of Conduct which have been developed to ensure the maximum protection of programme participants from exploitation and to clarify the responsibilities of ADF staff, consultants, visitors to the programme and partner organizations, and the standards of behaviour expected from them. In this context staff have the responsibility to the organization to strive for, and maintain, the highest standard in day-to-day conduct in their workplace in accordance with ADF's core values and mission.

Any candidate offered a job with ADF will be expected to sign the Code of Conduct as an appendix to their contract employment.

Any breach of ADF Staff Code of Conduct by employees of ADF during the course of their employment will result in disciplinary action up to, and including dismissal.

Name (Employee)

Signature

Date

Name (line Manager)

Signature

Date