

Finance Manager / Finance Coordinator

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Company: Cimmyt Pakistan

Location: Islamabad

Category: other-general

Finance Manager / Finance Coordinator

Cimmyt Pakistan, Pakistan Masters degree in Finance or Accounting, CA or CPA accredited Responsible for the financial management and accounting functions of Regional Office CIMMYT Pakistan.

Develop, document, update and implement appropriate finance policies and procedures for CIMMYT Pakistan and provide periodic training and awareness sessions to all staff regarding the zero-tolerance policy of finance irregularities.

Ensure compliance with all applicable local regulatory laws and tax legislations. Coordinate with government bodies as required.

Ensure appropriate financial controls are in place.

Coordinates Internal and External Audit engagements and coordinates the follow up of Audit recommendations with the in-country process-owners

Deliver high quality finance services (Accounts Payables, Accounts Reconciliation, direct and indirect tax declarations and funds requests and funds disbursements) meeting customer satisfaction and internal control procedures.

Monthly reporting of consolidated expenses to HQ.

Works in close collaboration with the Country Representative to coordinate and oversee all finance and related operations in liaison with CIMMYT head office.

Prepare and /or review monthly financial reports (expenditures and budget-actuals variance analysis) and balance sheet reconciliations.

Support the achievement of financial objectives by anticipating requirements, submitting

information for budget preparation, scheduling expenditures, monitoring costs, and analyzing variances, in adherence to financial and accounting regulations.

Directly supervise and mentoring finance staff in country to ensure optimal financial support.

Coordinating financial activities with the CG centers/partners in the spirit of OneCGIAR as needed

Reviewing partner/collaborators funds disbursements and utilization reports and recording the same in accounting package

Review of Financial reports due to donors of the Projects

Review and sign off on payroll and payment request for payroll taxes and social security contributions and prepare payroll reconciliation.

Monitoring of the annual physical inventory for the Fixed Assets and Equipment and ensure that the accounting records are updated accordingly.

Manage fund requirements for the Projects (cash flow reporting and requests).

Implements country wide ERP (enterprise resource planning) software with the corresponding change management transition plan.

Help CR and other scientists/Technicians in preparing subgrants and fund tracking systems. Perform other related duties as assigned by supervisor and CR.

Look after banking and other related services for smooth functioning operations within Pakistan.

Job Specification Knowledge and experience in, Accounting, financial management and budget planning.

Proven supervisory, Analytical and accuracy skills and experience.

5-7 years working experience in similar job - Requires conceptual knowledge of theories, practices, and procedures within a discipline.

NGO/INGO/International Organization working experience is preferred.

Level of English language required: Communicate effectively with colleagues and external contacts on routine work-related matters.

The selected candidate must exhibit the following competencies: Strategic Thinking, Problem Solving, Decision Making, Communication and Teamwork.

Able to work without daily assistance and minimum guidance

Non-Profit Organization Management - Islamabad, Pakistan

#J-18808-Ljbffr

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