

TERMS OF REFERENCE
Admin/Finance Assistant
OSRO/PAK/901/SPA

Under the general supervision of the FAO Representative (FAOR) in Pakistan, the overall supervision of the international Senior Emergency and Rehabilitation Coordinator and the direct supervision of the Project Manager, the Admin/Finance Assistant shall:

- Review expenditures for compliance with FAO current rules and regulations.
- Assist in monitoring receipts/expenses and prepare reports on a monthly basis/as needed
- Liaise with FAO Country Office regarding financial matters.
- Assist in reviewing coding on vouchers for valid account, cost center and recommend necessary adjustments to originator.
- Ensure regular updating of files related to project proposals, agreements, budgets, financial reports, narrative reports, amendments, extensions, no cost extensions etc.
- Provide financial reports to the management as and when needed.
- Control all the budget releases according to the budget line items.
- Monitor petty cash expenditures.
- Ensure timely payment of salaries, utilities, invoices etc.
- Maintain records and documentation related to procurement operations, suppliers and personnel.
- Assist the management in the day to day office operations.
- Perform any other duty as requested.

Duration: 3 months (probationary), with possibility of extension

Duty station: Islamabad.

Qualifications:

- Bachelor degree in Accountancy/Finance.
- At least three years of relevant professional experience, preferably with international organizations.
- Knowledge of financial management tools will be an asset.
- Good command of MS Office applications (Word, Excel, Outlook, Internet Explorer).
- Ability to work long hours under pressure and to meet deadlines.
- Good interpersonal skills and ability to work in an international environment.
- Fluent in English and Urdu.

Security:

The incumbent must have completed UNDSS Security in the Field (Basic and Advanced) Course Certificates. Incumbent must be aware of security phase of country of assignment and understand the implications for his/her own security. As soon as s/he arrives at the duty station, through the FAO Representation or directly s/he must contact the designated UN security officer to be briefed on all the recommended security measures. In case this procedure is not properly applied, the incumbent may not be covered under the insurance.