

GCP/PAK/115/EC

Administration and Finance Officer

Terms of Reference

Under the general supervision of the FAO Representative (FAOR) in Pakistan and the direct supervision and guidance of the International Administration and Finance Officer, the Administration and Finance Officer will undertake the following duties and responsibilities.

1. Extract data from various sources in financial or accounting systems, and prepare all necessary documents for the proper financial and administrative management of the project.
2. Support the Unit's and Project staff on all accounting, budget or financial queries.
3. Maintain proper control over various financial records such as commitments and expenditures against budgeted amounts; initiate actions related to the following: general financial information, travel payments and procurement transactions.
4. Verify vendor claims for accuracy and conformance with FAO's financial rules and regulations; perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered; and ensure timely recording and processing of vendor invoices in the Project's information system.
5. Monitor vendor and operational advances and other receivables and ensure timely clearance of outstanding items, taking corrective follow up actions where required, ensure that all Operational advances are reconciled periodically with FAPAK Admin and finance unit.
6. Coordinate with the field based accountants, provide any support if necessary, within the framework of the project.
7. Prepare and/or review all the project's related documents for the proper registration of all financial activities in accordance to FAO's standard accounting procedures.
8. Maintain and closely monitor all financial activities related to the LoAs signed within the framework of this project, including invoices review, payments and reconciliations.
9. Assist in checking and payment of field expenses against operational advances.
10. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.
11. Monitor daily security situation within office and liaise with Agency Security Focal Point.
12. Coordinate with ASFP security updates and phasing for national and international staff.

13. Control and monitor consumable supplies; general services (electricity, gas, water etc.).
14. Be responsible for maintenance and operation of project's vehicles; supervise drivers.
15. Perform other related duties as required by the International Finance Officer and the Project Manager.

Qualifications and Experience: Minimum of 5 years of relevant experience at the national or international level. Degree in business administration, public administration, finance, information technology, economics or related field, experience in FAO administrative procedures, strong familiarity with computers and Microsoft Word, Excel. Full competency and fluency in English. Strong ability to work under pressure and against tight deadlines. Strong drafting and interpersonal skills, honesty, orientation on achievements.

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

Duty Station: Islamabad, Pakistan, with in-country travel as required.

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

Note: -

- Candidates having experience in the FAO livelihoods, relief and emergency programme will be given preference.
- Female candidates are encouraged to apply.