



JOB DESCRIPTION

Job Title:	Admin & Finance Officer
Department:	Projects & Development
Reports to:	Principal
Location:	VTC - Attock
Gross Salary:	PKR 40,000 to 50,000/-
Contract Type:	Contractual (extendable subject to performance and availability of funding)
Objective	The Admin & Finance Officer will ensure that all financial transactions, budgeting, reporting, and procurement activities are fulfilled as per the requirements of VTC.
Main Responsibilities	<ul style="list-style-type: none">• Prepare vouchers with supporting documents for the necessary sanction.• Make all payments after the voucher has been signed by the Principal.• Entry of vouchers in the cash book and keeping the cash book up to date for checking the balance daily.• Keep the petty cash in his custody if permitted by the Principal.• Issue/receipts for any payment received by the project after necessary verification and sanction.• Receipt will be signed by the Principal.• Prepare salaries of staff.• Keep a record of unpaid salaries in a separate register.• Reconcile bank balance with the balance revealed by the Bank Statement at the end of every month.• Maintain cash register daily.• Prepare a statement of Provident Fund deduction by the project for remittance to the Country Office.• Prepare monthly cash demand.• Timely budget preparation for submission to the Finance Department.• Prepare, check, and submit various reports and returns related to finance matters as required by the Finance Department.• Keep an account of all money received and paid by the project updated.• Maintain fixed assets record.• Suggest Principal on all financial rules, instructions, and procedures, etc. of Muslim Hands applicable to the Vocational Training Centre.• Security of documents as per Muslim Hands rules.• Maintain record of payment, leave, cash correspondence files and registers.• Maintenance of office almirahs.
Required Qualification and Skills:	<ul style="list-style-type: none">• Bachelor's degree in Finance, Accounting, Business Administration, or related field (Master's preferred).• 02 to 04 years of relevant work experience in finance and procurement, preferably in the development/humanitarian sector.

Signature: _____

Name: _____