



Job Description

Job Title:	Admin and Finance officer
Project:	BRAVE – Building Resilience and Addressing Vulnerability to Emergencies - North Recovery Response to 2025 Flood in Khanewal
Department:	Institutional Partnerships Development
Reports to:	Project Manager
Location:	Khanewal
Salary Package	PKR. 90000/- per month
Contract Type:	Contractual (4 Months)
Purpose	The position is part of the Climate Resilience Component of the <i>Building Resilience and Addressing Vulnerability to Emergencies (BRAVE) in Pakistan</i> . The project is led by Concern Worldwide with Muslim Hands as the implementing partner. The programme aims to provide emergency response and relief to the affected flood communities of Khanewal district and to capacitate them to anticipate, adapt to, and absorb the negative impacts of climate-related hazards.
Main Responsibilities	Key Responsibilities Financial Management 1. Maintain accurate and up-to-date financial records for the project, ensuring compliance with Muslim Hands, Concern Worldwide, and FCDO guidelines. 2. Prepare monthly, quarterly, and annual financial reports for the Project Manager, Country Office Finance Team, and donor. 3. Facilitate budget tracking, forecasting, and variance analysis to ensure effective budget utilization. 4. Support in the preparation and review of donor financial reports, ensuring accuracy and timeliness. 5. Ensure compliance with organizational financial controls, including proper documentation, approvals, and coding of expenses. 6. Manage petty cash and bank transactions for the project in line with financial policies. 7. Assist in internal and external audits by providing necessary records and explanations. Administration • Manage day-to-day administrative functions of the field office. • Maintain office equipment, utilities, and supplies in good working order. • Ensure proper filing, documentation, and archiving (both digital and physical). • Handle correspondence, scheduling, and travel arrangements for staff and visitors.
	Coordination & Reporting 1. Work closely with the Project Manager, Finance & Program Leads at CO and Regional Office Multan to ensure smooth financial and procurement operations. 2. Liaise directly with donor finance teams on reporting, compliance queries, and approvals. 3. Share regular updates on budget utilization, financial risks with the Project Manager and CO Finance.



	4. Support program teams with financial guidance during activity implementation.
Required Qualification, Experience and Skills:	Required Qualifications & Experience • Bachelor's degree in finance, Accounting, Business Administration, or related field (Master's preferred). • Minimum 5 years of relevant work experience in Admin & finance/Project Management, preferably in the development/humanitarian sector. • Strong knowledge of donor financial compliance (preferably FCDO, EU, or UN agencies). • Proficiency in accounting software (QuickBooks, ERP, etc.) and MS Office (Excel, Word, Outlook). • Experience in coordinating with multiple stakeholders including donors, CO, and field offices. • Strong interpersonal and communication skills, with fluency in Saraiki and punjabi and other local languages considered an advantage. Key Competencies • High integrity and ethical standards. • Excellent organizational skills with attention to detail. • Strong problem-solving and analytical abilities. • Ability to work under pressure and meet tight deadlines. • Team-oriented, proactive, and adaptable.