Job Title: Assistant Country Financial Controller (ACFC)

Reporting To: Country Financial Controller (CFC)

Job Status: Regular

Job Grade: 9

Job Location: Islamabad with field visits

JOB PURPOSE / SUMMARY

Assistant Country Financial Controller (ACFC) will support Country Financial Controller (CFC) to manage the finance department activities. S/he will provide necessary technical support, advice and take part in decision making for effective financial management of the Concern Worldwide Pakistan country programme. S/he will ensure that the Concern Worldwide financial policies and procedures are implemented in a standardised and consistent manner. ACFC will have to represent finance function on advice of CFC. ACFC will have to work closely with CFC so that he/she can provide necessary cover for CFC as required.

MAIN DUTIES AND RESPONSIBILITIES

Bookkeeping and Financial Reporting

ACFC will oversee payments made in Head Office (HO). ACFC will do overall review of countrywide books of accounts forwarded by Finance Officer(s). ACFC will finalize books of accounts and adjustment journals to be loaded into Great Plains (GP). S/he will review monthly financial reports leading to production of Financial Performance Report (FPR). Provide FPR analysis to CFC for necessary advice to Senior Management Team (SMT). Prepare other adhoc financial reports/analysis for management as required. Constantly review financial procedure for further improvement.

Treasury

ACFC will overall ensure that bank accounts are maintained as per standard procedures. S/he will take care in particular bank accounts of HO and coordinate with senior bank officials. S/he will ensure adequate system in place for accurate forecast of cash requirements. S/he will do final review of cash request and will forward the same to Dublin. S/he will do final review of the staff payments including monthly payroll and final settlements.

Budget preparation and revision

ACFC will coordinate with team for review of budgets as per donor/Dublin guidelines. Provide assistance to CFC for top-level analysis of the budgets as required.

Grants Management

ACFC will work further on consolidated workings provided to finalize donor reports keeping in view respective donor accounting, legal and contractual requirements. ACFC will also coordinate with CFC and budget holders to optimize funding from donors.

Partner Financial Management

ACFC will analyze, review and revise, if necessary, implementing partner financial assessment tools. Develop staff capacity on effective use of these tools for standard output. Review and finalize recommendation made as result of partner financial assessment in coordination with programme team. Analyze, review and revise, if necessary, implementing partner financial monitoring tools and procedures. Orient Concern staff on these tools and procedures. Keep check on effective implementation of these tools/procedures in all fields. Liaison with partner senior management to assess development needs of partner staff, coordinate with Finance Coordinator (FC) and Concern team in designing and delivery of capacity building sessions for partner staff based on assessed needs. Keep track of partner development interventions. Schedule with field team for site visit based on agreed TOR with CFC and document the observation and follow up plan.

Training & Staff Management

ACFC will manage the staff assigned. Provide technical support to team. Contribute proactively to keep the Job Description (JD) updated, roles clearly defined. Provide necessary development support as agreed in PDR process. Support CFC to deliver financial management training/refreshers to Concern staff on regular basis. In coordination with CFC, constantly strive to improve existing financial policies and procedures in consultation with team to ensure best value of money for the organization.

Support and Cover

1. Review the work of other Finance team members, as required/assigned.
2. Coordinate with finance team to arrange necessary cover for any staff away for long time.
3. Provide cover for CFC or other finance staff at HO

RELATIONSHIP
**Responsible for (Staff):** 1 Finance Coordinator, 1 Finance Officer, 1 Finance Assistant, 1 Junior Finance Assistant, Field Finance Staff for technical input.

**Liaises With:** Directors, Programme Managers, Bank, Suppliers, Allied staff, Partners

PERSON SPECIFICATION

**Essential:**
- Associate member of ICMAP, ICAP, ACCA or CIMA.
- Five years working experience with INGO out of which at least three years’ experience in similar role
- Excellent computer skills in a MS Office and experience of working with accounting packages and ERP environment preferably MS GP.
- Good communication & team building skills

**Desirable:**
- Knowledge of development issues & concepts
- Experience of working in an insecure environment

**Special Skills, Aptitude or Personality Requirements:**
- Active team player.
- Flexible and adaptable. Willing to travel to remote field areas with basic living conditions.
- Analytical and problem solving skills
- Ability to work under pressure often to strict deadlines
- Methodical and thorough
- Capacity building and training skills
- Good interpersonal and communication skills
- Good Report writing skill
- Good analytical and problem solving skill

WORK ENVIRONMENT
- Must have good prioritisation skills, with effective decision making abilities, to cope in a dynamic environment and to operate on multiple fronts simultaneously. Concern as a humanitarian organisation responds to emergencies which may affect routine work.

ACCOUNTABILITY
- Responsibility to manage transaction volume of around 10-14 million Euros per annum. This limit may increase if Concern Pakistan decides on an emergency response.
- Ensure best value of money and facilitate process to improve accountability to beneficiaries and donors.

AUTHORITY
- ACFC will work within financial delegation framework of Concern Worldwide Pakistan Programme. Authorized to detect and report fraud cases to the senior management as per anti-fraud policy.

SPECIAL CIRCUMSTANCES
- Concern Worldwide Pakistan Programme, like other INGOs working in Pakistan, sometimes has to operate in risky environment/areas. Concern has security management plan to deal with threats and to minimise the risk.

**Concern Staff Code Of Conduct And Programme Participant Protection Policy**

Concern Worldwide has a staff Code of Conduct and a Programme Participant Protection Policy which have been developed to ensure the maximum protection of programme participants from exploitation and to clarify the responsibilities of Concern Staff, consultants, visitors to the programme and partner organizations; and the standards of behaviour expected from them. In this context staff have the responsibility to the organization to strive for, and maintain, the highest standard in day to day conduct in their work place in accordance with Concern’s core values and mission.

Any candidate offered a job with Concern Worldwide will be expected to sign the Programme Participant Protection Policy and the Concern Staff Code of Conduct as an appendix to their contract employment.

Any breach of Concern Staff Code of Conduct or the Programme Participant Protection Policy by employees of Concern Worldwide during the course of their employment will result in disciplinary action up to, and including dismissal.
**Counter Terrorism Policy**

Concern receives a substantial amount of funding from external donors each year. Increasingly donors are introducing requirements whereby future funding is conditional on Concern ensuring that the names of any new employee or volunteer do not appear on terrorism lists generated by the European Union (List of person, groups and entities to which Regulation (EC No. 2580/2001 applies), the US Government (Office of Foreign Assets Control list of specially designated Nationals and Blocked Persons) and the United Nations (Consolidated List).

‘Any offer of employment (either paid or voluntary) with Concern Worldwide will not be made pending a clearance check being conducted on the applicant. For additional information please consult our web site or contact the Human Resource Division in our Head Office.

By submitting a formal application for paid or voluntary employment to Concern, you agree to Concern carrying out a clearance check as outlined above and that Concern will not proceed to recruit you should your name appear on any of the aforementioned lists.

**How to apply**

Interested applicants may send their CVs on pakistan.hr@concern.net before March 03, 2014.