

Career Opportunity

Finance Associate

Reporting to: Manager, Finance, Administration & Regulatory Affairs

Location: Islamabad

Teach For Pakistan is a national non-profit organization committed to creating a powerful social movement for equity and excellence in education. We enable Pakistan's best young talent to teach for two years in underserved communities, and drive systemic change in education throughout their lives.

Teach For Pakistan envisions the day when every child in Pakistan will participate in an education that nurtures them to become loving, thinking and engaged. To that end, we are aiming to grow our movement aggressively over the coming years, and are looking for team members who will work passionately and rigorously to achieve this goal.

The Role

Teach For Pakistan is urgently looking for a Finance officer to join our team. This role is a critical part of the support function that enables our program to thrive and grow. Primary responsibilities of the role include:

- Processing of financial documentation (vouchers, supporting documents, etc.) and maintaining internal expenditures control system by ensuring that vouchers processed are matched and completed, and transactions are correctly recorded and posted in QuickBooks
- Processing filling of monthly withholding statements, EOBI and ensuring submission into the government treasury on timely manner
- Processing of petty cash transactions on daily basis. Ensure petty cash is replenished on time to meet daily cash needs
- Preparation and handling of routine correspondence related to general administration, procurement, financial and personnel matters, and generating memorandum and reports in accordance with the organization's rules and procedure
- Preparation of monthly staff payroll and processing it on timely
- Preparation of all financial reports including expense and variance reports
- Make sure all transactions are recorded in software daily
- Assistance to the Audit process and preparing necessary documents.
- Preparation of monthly bank reconciliation
- Ensuring all the financial documents are properly filed & tagged.
- Paid stamping of all the invoices and related documents before filing
- Visit bank for necessary collection & submission of financial documents
- Photocopies & scanning of all necessary documents/Instrument

- Perform any other task assigned by the line manager

The Ideal Candidate will be a responsible, proactive problem-solver who can successfully manage multiple projects at the same time. We're looking for someone who will be excited to support our programmatic activity, and take initiative to further our goals.

S/he will have the following qualifications and competencies:

- Four-year bachelors degree in the areas of finance and accounting and/or ACCA required
- 2-4 years of work experience required in finance and accounts at a well-reputed organization
- Experience on QuickBooks highly preferred
- Experience in the usage of computers and office software packages (MS Word, Excel, Power Point) as well as G suite (Gmail, Drive, Calendar, Google docs and sheets) is also required
- Strong communication skills required to interact with diverse stakeholders, especially ease and comfort with a large volume of communication over email
- Understanding of Teach For Pakistan's mission and a shared belief in our vision and values is required
- Demonstrable excellence in organizational skills and abilities required
- Strong critical thinking skills required
- Eagerness to be involved cross-functionally and communicate effectively with other staff
- Ability to travel across the city with ease via Careem/Uber or personal transport
- Young people with a strong desire to learn, grow, challenge themselves and create real impact strongly encouraged to apply

Key Working Relationships:

Position supervises: None

Internal: Chief Executive Officer, Head of Program and other team leads

External: Bank, FBR, SECP, Economic Affair Division, Ministry of Interior

To Apply

Please send us your resume and **cover letter** at **careers@iteachforpakistan.org** by **Sunday, Jan 24, 2021**. A few important notes to keep in mind for submitting your application, without which it will not be considered:

- Please mention the job title in your email subject.

- **A generic cover letter will disqualify you from consideration. Your cover letter must address the following questions:**
 - Why are you interested in working with Teach For Pakistan?
 - What specific skills, experiences and mindsets do you bring to the role and the organization?
 - What challenges would you face in the role and how would you overcome them?

We strongly encourage you to learn more about us at www.iteachforpakistan.org, and our social media pages.