

## Career Opportunity

### Finance and Administration Associate

**Reporting to:** Manager, Finance & Administration  
**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 looking for a Finance and Administration Associate to join our young and dynamic 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:

#### **Administration - 50% of time**

1. Development of yearly, quarterly and monthly work plans for the Administrative support that will be required by program teams
2. Interpretation, implementation and continuous improvement of procedures and rules related to administration, procurement, financial and personnel matters
3. Administrative support for organizing trainings, conferences, workshops, retreats, etc.
4. Arrangement of travel and hotel reservations; preparation of travel authorizations
5. Serve as the focal point for procurement needs of the program, including vendor sourcing and management; this would include:
  - Timely preparation and updation of procurement plans of the organization
  - Preparation of requests with all supporting documents for issuance of purchase orders, contracts, and other documents related to procurement of goods and services
6. Monitoring inventory records, maintaining the records and files on assets management, and providing advice on procurement of goods to avoid unnecessary purchase
7. Assistance in proper control of supporting documents for payments and financial reports for the program; payment execution and monitoring payment status
8. Managing petty cash, including cash withdrawals, issuance and record-keeping
9. Record keeping of employee leaves and supporting payroll development.

#### **Finance - 50% of time**

10. Processing of financial documentation (vouchers, supporting documents, etc.) and maintaining internal expenditure control system by ensuring that vouchers processed are matched and completed and transactions are correctly recorded and posted in QuickBooks
11. Processing filing of monthly withholding statements, EOBI and submission to government treasury in timely manner
12. Preparation of monthly staff payroll and processing it on timely basis

13. Ensuring all transactions are recorded in software on daily basis
14. Assisting in Audit and preparing necessary documents
15. Performing other related tasks, as required, and participating enthusiastically in program activities
16. Preparing and handling routine correspondence related to general administration, procurement, financial and personnel matters, memorandum and reports in accordance with the organization's rules and procedures.

**The Ideal Candidate** will be a responsible, proactive problem-solver who thrives under pressure and can successfully manage multiple projects at the same time. We are looking for someone who will be excited to help provide our staff the environment and support to thrive and do their best, and take initiative to further this goal.

*S/he will have the following qualifications and experience:*

- Four-year bachelor's degree in the areas of finance, economics, business or related field from a good private or public university
- 2-4 years of work experience in finance, administration at a well-reputed organization
- Experience with Microsoft Office (MS Word, Excel, Power Point) as well as G-suite (Gmail, Drive, Calendar, Google docs and sheets)
- Strong communication skills to interact with diverse stakeholders, especially ease and comfort with a large volume of communication over email
- Demonstrable excellence in organizational skills and abilities
- Strong critical thinking skills
- Experience with QuickBooks would be preferred
- Eagerness to be involved cross-functionally and communicate effectively with other team members
- Manage own travel for work across the city with ease via Careem/Uber etc.

Understanding of Teach For Pakistan's mission and a shared belief in our vision and values is mandatory. Young people with a strong desire to learn, grow, challenge themselves and create real impact strongly encouraged to apply.

**To Apply** please send us your resume and cover letter at [careers@iteachforpakistan.org](mailto:careers@iteachforpakistan.org) by **July 20, 2020**. 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 make you a good fit for 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](http://www.iteachforpakistan.org), and our social media pages before applying.