

### **JOB OPPORTUNITIES**

Hashoo Foundation is looking for competent, proactive and committed individuals to fill the following positions for its Skills Development Project based in **Bagh AJK (UC Nar Sher Ali Khan)**. Project Duration is three years.

#### **Finance and Admin Officer - Salary Range Rs 21,000 to 23,000 per month**

##### **Main Responsibilities:**

Finance and Admin Officer will perform the following main responsibilities:

##### **Financial Responsibilities**

- 1 Payments
  - a Checking payment vouchers and resolving discrepancies
  - b Monitoring the timely disbursement of payments.
  - c Preparing Journal Vouchers related to payments.
  - d Monitoring and ageing of Payables.
- 2 Receipts
  - a Checking bank and cash receipt vouchers and resolving discrepancies
  - b Monitoring timely deposits in bank accounts.
  - c Monitoring and ageing of Receivables.
- 3 Preparing bank reconciliations statements for donor funded projects.
- 4 Reconciliation of Grants of the project.
- 5 Coordination for Audit of the project.
- 6 Preparation of Financial reports for Donor.
- 7 Examining the petty cash payments of the project and resolving discrepancies

##### **Administrative Responsibilities**

**Inventory & Maintenance** - Responsible for maintenance of building, equipment and vehicles, support staff duties allocation, maintenance of inventory and provision of supplies for smooth functioning of the office, supervisory check on support staff and repair and maintenance services.

**Logistics** - Responsible for Logistics operations of the entire organization. It looks over various responsibilities such as goods and services i.e. after sale service, process of all kinds of bills/invoices, preparation of memos, renewal of contract, preparation of bill tracking sheets, evaluation of vendors.

**Procurement** – Responsible for procurements of the project.

Ideal candidate preferably be Masters Degree holder in Commerce with 1 to 2 years of experience in Finance and Administration. Well developed interpersonal and communications skills and knowledge of IT skills are essential.

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Interested candidates should send their CVs at [hr@hashoofoundation.org](mailto:hr@hashoofoundation.org) or send to HR Department at House No 7A, Street No 65, F-8/3, Islamabad latest by Monday November 21, 2011

Please write the post applied for in the subject of your e-mail/covering letter

***(Hashoo Foundation is an Equal Opportunities Employer)***