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**Municipal Services
Delivery Program**



Sindh Municipal Services Delivery Program (MSDP)

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Issue No:
02

Job Description of Assistant Director Finance

Issue Date:
Feb, 2017

Job Title	Assistant Director Finance	Department / Division	Finance and Compliance
Location	PMU, Head Office, Karachi	Grade	Equivalent to 17
Reporting to	Director F&C	Reporting Positions	Finance & Compliance Staff
Terms of Service	Contract		

1.0. Statement of Position

The Assistant Director Finance directly reports to Director Finance & Compliance and will be responsible for daily management of the accounts, payments, maintaining cash controls, preparing financial statements, preparing the payroll and managing office operations. The AD Finance must work within the guidelines and procedures of the GoS/ USAID and ensure proper management and financial reporting.

2.0. Duties and Responsibilities

The duties and responsibilities of the Assistant Director Finance are as follow:

- 2.1. Assist Director Finance & Compliance in establishing comprehensive financial systems and ensure appropriate levels controls over the project's resources and operations.
- 2.2. Oversees compliance of Financial and accounting system with GoS/ USAID policies and requirements.
- 2.3. Administer and monitor the financial system in order to ensure that the accounts are maintained in an accurate and timely manner.
- 2.4. Supervises timely compiling and issuing timely and accurate annual budgets and forecasts with appropriate key assumptions. Contributing to the strategic plan.
- 2.5. Assist team of Auditors (internal and external) in quarterly review and annual audits.
- 2.6. Administer the payroll system in order to ensure that employees are paid in an accurate and timely manner.
- 2.7. Establish and maintain daily cash controls and reconcile the general ledger

- 2.8. Responsible for month-end close and reporting for treasury related activities.
- 2.9. Make clear and convincing financial presentations to executive management. Provide ad-hoc financial analysis and monitor balance sheet analysis.
- 2.10. Responsible for financial analysis overall financial results, cash flows and balance sheet position.
- 2.11. Monitor department spending and recommend corrective actions as and when necessary.
- 2.12. To create, apply and control financial procedures and forms, ensuring that each transaction and payment has the necessary approval and justification.
- 2.13. Establish and maintain internal controls to ensure compliance with financial policies of the program and the donor agency.
- 2.14. Allocate and distribute grants for ASO interventions to partners.
- 2.15. Monitor release of funds for sub-components and subsequent physical progress of activities
- 2.16. Monitor and oversee delivery of funds against the approved and available budget.
- 2.17. Reporting of utilized funding to the donor agencies.
- 2.18. Supervise and administrate all the finance section staff of Sindh MSDP.
- 2.19. Supervising and reporting on the financial aspects of Program activities.

3.0. Additional Job Functions

The AD Finance exercise such other powers and perform such other duties as may be assigned to him, from time to time, by Director Finance & Compliance, and shall be responsible for prompt and proper implementation of his instructions.

4.0. Preferred Qualification and Experience

- MBA (Finance)/ M.Com or Finance and Accounting professional certification from any HEC recognized university.
- Current knowledge and experience with various accounting standards, principles and pronouncements.
- Minimum 5 years work experience in a reputable organization with 2 years experience in any International donor funded program.
- Maximum 40 years, however age may be relaxed in exceptional/ experienced cases.

5.0. Knowledge and Skills

- Ability to influence, train and mentor staff to achieve objectives.

- Knowledge of local and international Finance & Accounting practices and legislations.
- Ability to convey complex concepts through simplified approaches, tools and transfer knowledge to management.
- Excellent report writing skills: oral and written fluency in English essential.
- Expert level skills with Excel, Access and PowerPoint.

6.0. Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities of employees to this job.

	Name	Designation	Signature with date
Issued By			
Reviewed by			
Approved By			