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**Municipal Services
Delivery Program**



Sindh Municipal Services Delivery Program (MSDP)

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Job Description of Director Finance & Compliance

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Job Title	Director Finance and Compliance (F&C)	Department / Division	Finance and Compliance (F&C)
Location	PMU, Head Office, Karachi	Grade	Equivalent to 19
Reporting to	Program Director (PD)	Reporting Positions	Asst. Director Finance Asst. Asst. Director Compliance Asst. Director HR & Admin
Terms of Service	Deputation /Contract		

1.0. Statement of Position

The Director of Finance & Compliance is responsible for planning, directing and controlling financial and procurement and compliance functions for MSDP. This includes preparing of budgets, conducting financial analysis and preparing financial reports; developing and implementing an effective system of accounting/ audit; managing the payroll and office administration while ensuring strategic and operational compliance. In addition, act as the advisor to PD on all matters related to the finance of Sindh MSDP.

2.0. Duties and Responsibilities

2.1. Program Implementation and Infrastructure

- Participate in the provision of effective strategic, financial and funding resources planning and information
- Prepare and submit annual budget.
- Creates financial models and spreadsheets, assembles and manipulates financial and operational data and develops written and graphical reports; works with system-administration teams to develop reports, queries and other extraction tools.
- Implement and monitor payments authority practices. Establish and maintain cash controls.
- Advice and monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenue are recorded, expenses are within budget limits and /or fiscal practices are followed.
- Directs department operations, the maintenance of services and the implementation of new programs and /or processes for the purpose of

achieving projects objectives and ensuring compliance with legal, financial and district requirements within established time frames.

- Analyses variety of external and internal financial information's (e.g. revenues, expenditures, cash management, cost projections, real estate etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget.
- Provide leadership and direction to Finance and Administration staff to ensure efficient use of funds.
- Contribute to the achievement of Program objectives by ensuring timely delivery of inputs/ decisions effecting funding and risk assessments of operations.
- Ensure internal audits for the purpose of ensuring program operations are within budget and in accordance with fiscal practices

2.2. Coordination and Relation

- Coordinate with relevant clients, Government agencies, Non-Governmental Organizations and contractors for their input as and when required.
- Effectively liaise with P&DD, SCIP, Urban Units, other provincial departments, Planning Commission, USAID, Media, civil society organizations and to ensure coordinate, market the program and build partnership.
- Assist a variety of external agency personnel (auditors, grant representatives, regulatory agency staff etc.) for the purpose of providing information, general support and risk assessment of operations.

2.3. Administration and Human Resource

- Establish and maintain internal controls to ensure compliance with financial and human resources legislation, policies and procedures.
- Provide leadership by delegating tasks, responding to staff inquiries and providing overall direction to section employees.
- Evaluate the performance of, and provide training and development opportunities for Finance and Administration staff
- Manage the maintenance and upgrade of financial discipline i.e. funding and expenses of the project.
- Provide comptrollership functions in order to ensure finances are managed according to legislation, policies and procedures and generally accepted accounting principles/
- Manage accounting and financial systems and maintain full and accurate accounting records
- Conduct financial analysis and prepare detailed financial reports and statements
- Provide financial and accounting advice, direction and leadership

- Ensure compliance with financial legislation, policies and procedures and adhere to the terms of USAID.
- Monitor department spending and recommend corrective actions as necessary and take decision on financial irregularities and other important matters.

3.0. Additional Job Functions

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

4.0. Preferred Qualification and Experience

- Candidate can be from Government Services (serving/retired) being involved in similar experience being head. He should be neutral and be in a position to lead the project independently and objectively.
- Master degree (i.e. M.Com. or MA. Economics) or CA/GCA/CMA qualification from a recognized accounting program or equivalent to International degree in Accounts and Finance.
- 10-15 years of financial and administrative experience with at least seven years post qualification experience in a senior position, managing finance and accounts of large public/ corporate entities. Preference will be given to the candidates having relevant experience in USAID funded programs.

5.0. Knowledge and Skills

- **Complex Analyst** – Comfortable analyzing complex data in order to inform policy decisions and present conclusions in a clear and concise way.
- **Time Management** - Managing one's own time and the time of others.
- **Legal legislation** – knowledge of all related local and international accounting and finance legislations.
- **Reporting** – Demonstrate strong verbal and written English Skills. Should be able to present findings in coherent manners.
- **Computer Proficiency** – Possesses good command of MS Office, email, accounting software and a database software.
- **Legislations** – Knowledge of all related local and international accounting and finance legislations.

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.