



Job Profile

Title	Associate –Admin & Finance
Nature of Vacancy	Permanent - Full-time
Reporting to	Manager – Admin & Finance/ Senior Manager – Operations
Positions reporting to you	-
Organizational Area	Operations – Admin & Finance
Location (city)	Karachi

Job Summary:

NOWPDP, is a non-governmental organization which works to promote an inclusive society through holistic and sustainable endeavors in the areas of education and economic empowerment.

Job Responsibilities:

Financial Management:

- Assist in preparation of periodic financial reports for NOWPDP's Executive Committee, management and donor funds.
- Assist in implementation of budgets across core operations and projects.
- Assist in defining and establishing financial systems to support and streamline reporting requirements.
- Assist with cash flow and forecasting; direct all financial and project-based accounting.
- Co-ordinate all audit activities.
- Maintain general ledger, payment process, supplier relation and banking transactions
- Filling of withholding taxes and annual returns
- Main petty cash books and establish SOPs petty cash use
- Maintain relationships with auditors and make sure timely completion of Audit
- Preparing budgets for different departments and donor funded programs

Administration

- Assist with implementing procedures to maintain administrative and legal records of the organization's work, for legal compliance.
- Establish process for Purchases and maintaining inventory of items
- Get quotations from vendor, do online search on new vendors and establish relationships with them
- Assist with financial planning for NOWPDP's strategy, operations and projects.
- Engage other members of the management team to facilitate collaboration that ensures support for the organization's strategic, operational and project needs.



Perform all other duties that fall under the scope and responsibility of an associate. This includes all other tasks assigned by Manager – Admin & Finance/ Senior Manager – Operations.

NOTE: Job Responsibilities may change on the discretion of the director/direct supervisor, in which case this Job description will be revised.

Required Skills and Qualifications:

Qualification and Experience:

- Bachelor's degree with majors in Accounts and Finance (preferred).
- 1-2 years of work in social development sector preferred
- Knowledge of financial management, accounting, budgeting and auditing.

Skills:

- Excellent communication, writing and interpersonal skills.
- Proficiency in MS Office
- Ability to multitask and work under stress to meet deadlines.
- Fluency in Urdu and English.
- Strong research and analytical skills

NOWPDP is an equal opportunity employer and encourages people with all disabilities, women and members of minority groups to apply for the position. The final candidate will be selected on a merit basis.

Please send CVs to jobs@nowpdp.org with job title in subject line.

 www.nowpdp.org  [NOWPDP](https://www.facebook.com/NOWPDP)  [NOWPDP](https://twitter.com/NOWPDP)  info@nowpdp.org

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Approved under clause (c) of sub section (36) of section 2 of the Income Tax Ordinance, 2001

NOWPDP is certified by the Pakistan Centre for Philanthropy (PCP),
and is also a member of the Provincial Council for Rehabilitation of Disabled Persons (PCRDP), Government of Sindh.
NOWPDP is also accredited for the Conference of State Parties to the UN Convention of Rights of Persons with Disabilities (CRPD).