



## **JOB POSTING – Senior Finance Officer**

<b>Organization:</b>	Right To Play Pakistan
<b>Department/Division:</b>	Finance
<b>Reports to:</b>	Country Director
<b>Work Location:</b>	Islamabad, Pakistan
<b>Authorized to work in:</b>	Pakistan (Eligible to work legally without work visa sponsorship)
<b>Target Hiring Range:</b>	Starting at PKR 245,656 per month (before taxes)
<b>Target Start Date:</b>	As soon as possible
<b>Contract Duration:</b>	Full-time, fixed-term contract with possibility of renewal based on performance and availability of funding
<b>Application Closing Date:</b>	May 5, 2024 23:59 PKT

### **ABOUT US:**

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

### **ROLE SUMMARY:**

Reporting directly to the Country Director, the Senior Finance Officer (SFO) has a functional reporting line to the Senior Manager, Field Finance (SMFF). You will ensure Right To Play's financial integrity and sustainability, along with the proper implementation of financial procedures. You will be responsible for the efficient management of the organization's financial resources, overseeing financial transactions, budgeting, financial reporting, compliance, and providing financial guidance to support Right To Play's mission and vision.



Phone: + 92 51 2351872



Address: Plot 3-D, Ground Floor, 3rd Road, G-10/4, Islamabad



Website: [righttoplay.com](http://righttoplay.com)

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## WHAT YOU'LL DO:

### #1: Financial Accounting, Reporting and Control (60% of Time):

- Responsible for preparing the monthly financial report (MFR), provide any explanation needed within the report, and ensure timely submission to HQ Finance.
- Ensure smooth and proper closeout of Country Office books on a monthly basis and by the end of the year.
- Supervise the bookkeeping responsibilities, which involve managing the general ledger, accounts payable, accruals, prepayments, accounts receivable, and payroll.
- Working with the project leads to adjusting any coding errors for posted transactions in the system when and if needed.
- Prepare accurate and timely financial reports for internal and external stakeholders, including senior management and donors.
- Ensure compliance with donor reporting requirements and international financial standards.
- Stay informed about changes in financial regulations and compliance requirements.
- Maintain complete and accurate supporting information for all financial transactions.
- Ensure accurate and timely monthly payroll preparation process as well as quarterly and annual payroll reconciliations.
- In collaboration with People and Culture team, ensure all employees have submitted accurate timesheets in accordance with the approved level of effort percentages. Additionally, ensure the preparation of financial analysis related to this matter for each grant.
- Conduct regular financial analysis including BvA analysis and recommend corrective actions.
- Coordinate and manage external audits, ensuring compliance with regulatory standards and donor expectations.
- Maintain effective internal control systems to safeguard the organization's assets.
- Keep up to date on program priorities and make occasional field trips to monitor finance related issues and procedures.
- Manage and track the expenditure and forecasts of local partners in alignment with approved budgets.
- Verify the partners' supporting documents and regularly engage in on-site visits to assess their operations.
- Identify financial risks and propose corrective actions to Senior Management Team.
- Maintain current knowledge of local government requirements related to financial matters and ensure compliance with tax regulations and other legal requirements.
- Ensure all statutory requirements of the organization are met including but not limited to Charitable Status, Withholding Payments, Income Tax, Social Security and VAT.
- Verify the preparation and regular updating of the annual consolidated Country Office Procurement Plan.
- Support the procurement committee members in conducting procurement verification tasks and ensure all purchase documents are well documented and followed according to policies.
- Review consultancy, vendors, and partnership agreements from a financial standpoint prior to obtaining final approval from the authorized party.
- Stay informed about changes in financial regulations and compliance requirements.



- Perform and oversee routine spot checks on inventory records to verify the alignment of inventory tracking reports submitted by the logistics department.
- Perform and oversee routine spot checks on Asset Lists to verify the alignment of Fixed Asset Register submitted by the logistics department.

**#2: Grant Management (15% of Time):**

- Collaborate with program team to develop budgets and financial forecasts to ensure alignment with donor guidelines and Right To Play Grant Management guidelines.
- Work closely with program manager and project managers/ officers to track and report on the financial progress of projects.
- Oversee comprehensive financial documentation for funding awards and effectively manage grant tracking files and systems, ensuring prompt invoicing, periodic reporting, and grant closure in alignment with grant agreements.
- Support the project lead in the financial assessments, reviews, monitoring, and training of local partner organisations.

**#3: Management of Cash and Bank Transactions (10% of Time):**

- Prepare and supervise the Cash Flow, along with the monthly Cash Transfer Request to HQ, ensuring that adequate balances are maintained to support the implementation of grants.
- Ensure the timely approval of all monthly reconciliations for bank accounts and cash.
- Oversee the daily cash/bank management of financial transactions.
- Monitor petty cash accounts including the spot checking of balances and payments.
- Manage the collection and recoverability of contractual advances, project partner activity advances, staff activity and travel advances, and other receivables.

**#4: Capacity Building and Team Management (5% of Time):**

- Provide training and support to finance and non-finance staff on financial management best practices and donor compliance.
- Foster a culture of financial accountability and transparency within the organization.
- Manage and lead a team responsible for financial duties within the office.
- Ensure comprehensive and constructive performance reviews are completed on a timely basis and facilitates discussion of performance and career options with all country finance staff.

**#5: Collaboration and Communication (5% of Time):**

- Collaborate with other departments within the office, particularly Program Team, People and Culture, and Logistics in order to address financial updates, controls, and compliance.
- Maintain regular communication with the Senior Management Team in the office, serving as an integral member of the country's Senior Management Team.
- Effectively communicate with external stakeholders, mainly the HQ Finance, Program Finance, regulatory bodies, government agencies, partners, and donors.

**#6: Performs other duties as assigned (5% of Time)**





## WHAT YOU'LL BRING (ESSENTIAL):

### EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in finance, accounting, business administration, or related discipline.

### EXPERIENCE:

- 5 years' experience in a similar role working in accounting, grants and developing budgets.
- Cashflow management
- Preparing concise and informative financial reports (for internal and external use, including donors)

### COMPETENCIES/PERSONAL ATTRIBUTES:

- Attention to detail and ability to plan and implement work plan with minimum supervision.
- Good networking and interpersonal skills.
- Ability to work efficiently under tight deadlines and pressure.
- Excellent communication and reporting skills.
- Professional verbal and written communication skills.
- Ability to work as part of a team with culturally diverse professional staff.

### TECHNICAL SKILLS:

- Superior bookkeeping skills.
- Familiarity with accounting software, preferably Microsoft 365.
- Excellent MS Office including Outlook, Word, Excel, and PowerPoint.

### LANGUAGES:

- Fluency in spoken and written English

### BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Holding CMA, CPA, ACCA, or other related designations.
- Experience working in an INGO.
- Experience managing direct report.
- Fluency in Urdu, Sindhi, or any other local languages.

## WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and "play" is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. health and life insurance, Employee Old Age Benefit Incentive)
- Flexible work arrangements (e.g. work from home and flex hours)
- 20 paid vacation days per year
- 3 personal days per year
- 5 personal learning and development (L&D) days per year
- Maternity/paternity/parental leave top up and support



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- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

### HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/174681-senior-finance-officer/746987-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Check or equivalent criminal check as a condition of employment.**

### EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Pakistan to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).



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