



National Tuberculosis Control Program

Global Fund Grants



Annexure _____

Job Description

1) POSITION PROFILE:	
Designation: Finance Manager	Grade: M-1
Name:	Division: TB Program
Department: Finance & Admin	Location: Punjab TB Control Program, Lahore
2) ORGANIZATIONAL RELATIONSHIPS:	
Reports To: Program Manager Provincial TB Control Program	Direct Reports to: Program Manager
	Indirect Reports to: CFAO of CMU
<i>This Job Description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as an exhaustive description of all the work requirements inherent in the job.</i>	
3) GENERAL JOB OBJECTIVE:	
<p>This is Provincial level position, which encompasses a variety of tasks at multiple levels, vertically, at national levels, and horizontally across the grant functions, as well as with other stakeholders.</p>	
4) KEY JOB RESPONSIBILITIES	
Financial Management, Accounting and Reporting	
<p>Responsible to ensure the recording of financial transactions in ERP Ensuring timely preparation of Financial Statements including statement of Sources & Uses of Funds, Bank and Funds reconciliations on Monthly, Quarterly and Annual basis. Planning, coordinating and supervising accounting procedures and activities of program Responsible for developing and implementing policies and procedures regarding short term advances Developing and maintaining chart of accounts in ERP to cope with the financial reporting requirements of the Global Fund /PR Reporting on monthly and quarterly basis Managing banks & treasury functions Maintain integrity and ensure accuracy of all financial data, including reviewing and posting entries to General Ledger</p>	
Budget Management	
<p>Checking of budget availability under the budget codes against which expenses to be charged. Providing status of budget availability to various sections of Program Responsible for recording the budgets of all projects in the Accounting Software on 'line item' basis. Responsible for preparation of statements of budget Vs actual expenses along with variance analysis on Monthly, Quarterly and Annual basis. To ensure that the grant expenditure are incurred in line with the approved policies and procedures of PR. To develop the standard operating procedures for the grant so that the donor requirements of internal controls are</p>	



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- maintained.
- To ensure the value for money at transaction level.
- To ensure the compliance of local laws and regulations in the grant management.
- To respond the donor information requirements.
- To ensure the advance management which includes the adjustment of outstanding advances.
- To develop the advance management policy and get it approved from PR within one month of joining of this post.

Payroll Management

- Responsible for preparation of monthly staff payroll and transfer thereof to employees' bank accounts'
- To manage the payroll in ERP
- Preparing and delivering Salary slips to the respective staff members.
- Preparing tax calculations on staff salaries as per Income Tax ordinance 2001.
- Responsible for ensuring deduction of with-holding income tax on salaries, supplies, services, payments to print & electronic media agencies etc.
- Ensuring that tax withheld is being duly deposited in Govt. treasury in due course of time.

External / Internal Audit

- Focal person for statutory / external audits and follow up of observations in management letter, if any.
- Responsible for the smooth and efficient conduct of annual external audit.
- Keeping close liaison with Internal Auditor for pre-payment audit of all proposed payments and strengthening of internal control system
- Responsible for keeping back up of financial & other important data on regular basis.

5) WORK INTERACTIONS:

Within Division or Department	Purpose
<ul style="list-style-type: none"> ◆ Departmental Heads 	<ul style="list-style-type: none"> • .
Outside the Organization	Purpose
<ul style="list-style-type: none"> • SRs & PR • Technical bodies 	<ul style="list-style-type: none"> •

Professional Qualification & Experience

1. ACA, ACMA, ACCA.
2. 5 years post qualification experience on managerial position is required.