

Career Opportunity Assistant Manager Finance & Regulatory Affairs

Reporting to: Sr. Manager, Finance & Regulatory Affairs

Location: Islamabad

Teach For Pakistan is a national non-profit organization committed to creating a powerful social movement for equity and excellence in education. We enable Pakistan's best young talent to teach for two years in underserved communities and drive systemic change in education throughout their lives.

Teach For Pakistan envisions the day when every child in Pakistan will participate in an education that nurtures them to become loving, thinking, and engaged citizens. To that end, we are aiming to grow our movement aggressively over the coming years and are looking for team members who will work passionately and rigorously to achieve this goal.

The Role

Teach For Pakistan is looking for an Assistant Manager, Finance & Regulatory Affairs to join our team. The selected candidate will provide support on day-to-day financial matters and ensure smooth reporting to the donors to help the department reach its broader objectives.

Primary responsibilities of the role include:

- Demonstrate hands-on experience with bookkeeping, ensuring accurate data maintenance in the bookkeeping software.
- File monthly bank statements and efficiently upload payments in the online banking system.
- Prepare comprehensive financial reports, including expenses and variance reports.
- Submit reports to the Senior Management Team and provide additional support in compiling expenses across all departments as required.
- Check expenses for financial accuracy and ensure proper coding of expenses in accordance with relevant systems and procedures.
- Ensure budgets are up-to-date, accurate, and accessible to all relevant managers.
- Flag any concerns regarding budgets to the appropriate managers.
- Support the Team Lead in the annual budgeting process.
- Conduct periodic analyses of accounts, tracking income and expenditure in alignment with the approved annual budget.
- Process and file withholding statements and EOBI promptly.
- Ensure timely submission to the government treasury.
- Assist in curating responses to donors related to grant agreements, budgets, and spending.
- Participate in planning and coordinating financial and programmatic activities in accordance with donors' guidelines.
- Assist in reviewing donor awards, memorandum of understanding, teaming agreements, sub-agreements, contracts, and donor request letters.
- Support internal and external audit processes.
- Undertake any other ad-hoc tasks as assigned.

The Ideal Candidate will be a responsible, proactive problem-solver who should possess a strong background in finance, exceptional attention to detail, and a commitment to the organization's mission. We're looking for someone who will be excited to support our programmatic activity and take the initiative to further our goals.

S/he will have the following qualifications and competencies:

- A seasoned professional with 4-6 years of hands-on experience in managing non-profit finance.
- Holds a Bachelor's degree in Accounting/Finance or possesses ACCA and/or related comparable certifications.
- Proficient in utilizing various accounting software packages, with a particular emphasis on experience with QuickBooks.
- Highly developed organizational, liaison, and communication skills to effectively collaborate within the organization and with external stakeholders.
- Experience working with NGOs/INGOs is preferred, demonstrating an understanding of the unique financial dynamics within the non-profit sector.
- Familiarity with budgetary and operational best practices and regulations relevant to National/International NGOs.
- Preferential consideration for candidates with experience in managing both Restricted and Non-restricted grants, contracts, and budgets aligned with donors' requirements (e.g., FCDO, USAID) and operational needs.
- Demonstrated experience in budget preparation, monitoring, and reporting for donor grants, showcasing a solid understanding of project design, management, and implementation.
- Ability to efficiently multi-task and work under pressure, ensuring accuracy and attention to detail in all financial activities.
- Possesses an aptitude for numbers and strong quantitative skills essential for effective financial management.

Female candidates are strongly encouraged to apply.

To Apply

Submit your application by filling out the form below. Since we will be hiring on an ongoing basis, the applications sent in earlier will have a higher chance of selection.

For the application form, [Click Here](#).

Application Deadline: Day end Saturday, 20-January-2024

We strongly encourage prospective candidates to conduct thorough research on our organization by visiting www.iteachforpakistan.org and exploring our social media pages before submitting their applications.