

## **Career Opportunity**

### **Assistant Manager Finance & Regulatory Affairs**

**Reporting to:** Team Lead, Finance & Regulatory Affairs

**Location:** Islamabad

**Position:** 01

**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. 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.

#### **Position Overview**

Teach For Pakistan is looking for an Assistant Manager Finance & Regulatory Affairs to join our team. This position is the backbone of the entire department as the selected candidate will not only provide support on day-to-day financial matters but will also ensure smooth reporting to the donors to help the department reach its broader objectives.

#### **Primary Responsibilities**

Primary responsibilities of the role include:

- Daily bookkeeping and financial tasks such as entering data in the bookkeeping software, filing monthly bank statement, and uploading payments in the online banking system
- Checking reports/expenses for financial accuracy and proper coding of expenses in line with relevant systems and procedures
- Ensuring budgets are up to date, accurate and available to all. Flagging any concerns for relevant managers
- Preparing financial reports, including expenses and variance reports, and submitting to the Senior Management Team. Providing additional support in compiling expenses of all departments as required
- Supporting the Team Lead in the annual budgeting process, as well as other periodic analyses of accounts. This includes subsequent tracking of income and expenditure in line with the approved annual budget
- Processing and filing withholding statement and EOBI and ensuring submission to the government treasury in a timely manner
- Supporting in the curating of responses to donors related to grants agreements, budgets and spending
- Participating in the planning and coordinating of financial and programmatic activities in conjunction with donors' guidelines
- Assisting in reviewing donor awards, memorandum of understanding, teaming agreements, sub-agreements, contracts, and donor request letters
- Assisting during internal and external audit

**The Ideal Candidate** will be a responsible, proactive problem-solver who can successfully manage multiple projects at the same time. We're looking for someone who will be excited to support our programmatic activity, and take initiative to further our goals.

S/he will have the following qualifications and competencies:

- A minimum of 4-5 years' experience managing non-profit grants, contracts and budgets in line with donors' (such as FCDO, formerly DFID, and UN agencies such as USAID) requirements and operational needs
- Experience of working with NGO/INGOs is preferred
- Experience with budgetary and operational best practices and regulations as they relate to National/International NGOs
- Familiarity with a variety of accounting software packages
- Bachelor's degree in Accounting/ Finance or ACCA and/or related comparable certifications
- Highly developed organizational, liaison and communication skills
- Demonstrated experience in budget preparation, monitoring and reporting for donor grants
- Understanding of project design, management and implementation
- Ability to work under own initiative and as part of a team
- Ability to multi-task and work under pressure

**How To Apply:** Submit your application by filling the form. Since we will be hiring on an on-going basis, the applications sent in earlier will have a higher chance of selection.

**Application Form Link:** <https://forms.gle/Ty3XtRdkzNE43tDu6>

A few important notes to keep in mind for submitting your application, without which it will not be considered:

A generic cover letter will disqualify you from consideration. Your cover letter must address the following questions:

- i. Why are you interested in working with Teach For Pakistan?
- ii. What specific skills, experiences and mindsets do you bring to the role and the organization?
- iii. What challenges would you face in the role and how would you overcome them?

We strongly encourage you to learn more about us at [www.iteachforpakistan.org](http://www.iteachforpakistan.org), and our social media pages.