

# Finance Officer

## Qatar Charity

Image not readable or empty Finance Officer/ default _ Total Positions: 211.png		Experience: Years
Gender: Male		Travel Required: Not Specified
Min Education: Not Specified		Job Shift:
Career Level:		Salary Range: PKR/Month
Category/Industry: Accounting		Max Age Limit: Not Specified
Posted on: 08 January 2015		Expiry Date: 07 June 2015
Job Type: fulltime		

### Job Description:

The purpose of Finance Officer position is to oversee the overall Financial management as per the programs goal and objectives. Job responsibilities are very broad and may include anything needed to set up and maintain operations and frequently involve work with other agencies to accomplish this objective. Major Tasks As part of the Operational Unit and under the direct supervision of the Finance Coordinator, the incumbent of the post will have the following responsibilities: Maintain all financial systems for the office and ensure full compliance with QC financial Procedures. Manage all bank & Cash payments. Withdrawals from bank & preparation of Bank Reconciliation statement on monthly basis. Preparation of BPV, CPV, BRV, CRV & JV's as per Qatar Charity financial procedure. Preparations of monthly financial report of QC own projects & all donor implemented projects on monthly basis. Record and monitor all bank and cash transactions in manual ledger, cash book or computerized software. Maintaining all project variance report & sending on monthly basis QC Pakistan office. Maintaining complete filling system of finance. Maintaining parties ledger, staff advances, Operational advances & Staff OPD record. Will be member of Procurement committee & ensure all procurement should be done as per QC Procurement policy. Issuing of working / Operational advance to staff as per QC Policies. Deduction of tax from salary & other supplier as per Government of Pakistan Income Tax rules & regulation. Preparation of budget if required. Preparation of Cash request quarterly or monthly basis. Maintain up to-date payroll records in compliance with the QC policy. Skills Required: Must be well groomed and having a pleasant personality. Must operate a decent dress code. Must have excellent communication and interpersonal skills. Responsible, Adaptable & Flexible. Good planning & prioritizing skills.

### Required Skills:

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