

## **CAREER OPPORTUNITY**

**POST:** FINANCE OFFICER (Contract Basis)  
**LOCATION:** SIOVS, HYDERABAD

### **REPORTING RELATIONSHIPS AND COORDINATION:**

**REPORT TO:** The Deputy Director, Ophthalmic Community Services SIOVS Hyderabad  
**COORDINATION:** Close coordination with Program Coordinator SIOVS Hyderabad

### **JOB RESPONSIBILITIES:**

- Ensure project compliance with all with local laws and donor policies, procedures, and requirements.
- Conduct an annual review of financial policies and revise/update as needed in coordination with Partner International Eye INGO Finance and Operations.
- Track budget vs. actuals and produce consolidated monthly and quarterly project related reports.
- Coordinate with banks and financial institutions on project funds transfers and accounts management.
- Review staff and service providers' withholding tax allocations. Ensure deposit of withheld tax in government treasury within timelines applicable under tax laws.
- Review payments and supporting documents for proper coding.
- Assist auditors during the annual audit process by organizing and providing required information and records.
- Keep updated records of pre-payments for staff insurance, rents, etc., along with monthly amortization. Track, review, and pay utility bills, travel expenses, etc.
- Review all Purchase Orders and Purchase Requests for proper coding. Review and confirm alignment with budget and technical lead prior to approval.
- Assist in the preparation of draft donor financial reports for review by Program Coordinator at SIOVS.
- Perform the review of periodic balance sheet account reconciliations.
- Oversee and check monthly transactions posted to bookkeeping software. Ensure that all information in the financial software is accurate and complete.
- Managing the payroll function.
- Review reports on a physical inventory of all offices every six months.
- Any other task as directed by In-charge/Reporting Line Manager.

### **QUALIFICATIONS**

#### **EDUCATION:**

MBA/Masters/Equivalence in Finance or CA, ICMA or ACCA qualified.

#### **WORK EXPERIENCE:**

- Minimum of 5 to 8 years as Finance Officer with NGO/INGO.
- Experience of Financial Management with managing diverse programs with National and International NGOS.

**OTHER:**

- Ability to work in a multi-cultural work environment, with tight timelines and significant pressure
- Flexibility to travel to field office and partner sites as requested.
- Able to work independently, balance priorities, make thoughtful decisions, and exhibit flexibility.
- High level of proficiency in all MS suite applications.
- *Expert-level ability in Microsoft Excel and financial software is required.*
- Proficiency in English, Urdu and Sindhi is required.

**IMPORTANT NOTES:**

- All eligible and interested candidates must forward their resume at this email.
- Address: **siovsr.communitydepartment@gmail.com**
- Only Shortlisted candidates will be called for interview and written test.
- The Candidates are informed to submit their resumes latest by **May 24<sup>th</sup> 2023.**
- Canvassing in any manner, will lead to disqualification.
- No TA/DA will be paid for appearing in the written test/Interview.
- The Institute reserves the right to reject the CV/Resume without mentioning reason.

**DEPUTY DIRECTOR,**  
Ophthalmic Community Services  
SIOVS, Hyderabad