

DEPUTY DIRECTOR FINANCE

Duty Station:	Peshawar
No of Positions:	01
Report To:	Director HR/Admin and Finance
Salary Package:	Equivalent to BPS 18 of KP Project Pay Policy

A. Job Description

i) Overall Role

The role of Deputy Director Finance is to assist the Director HR/Admin and Finance in efficient and effective financial management of Authority finances in accordance with all applicable laws, rules and regulations.

ii) Key Responsibilities

The key responsibilities of the position are as follows:

- Ensure appropriate advice is given to the Director HR/Admin and Finance on all financial matters for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control;
- Assist the Director HR/Admin and Finance in ensuring compliance with all applicable laws and regulations for the time being in force including Khyber Pakhtunkhwa Urban Mass Transit Act 2016 (the Act), taxation laws, rules and guidelines;
- Ensure relevant requests for financial information/briefings or submissions prepared for or on behalf of Director HR/Admin and Finance, the Managing Director or Board or Government.
- Ensure the relevant technical oversight of all accounting processes and the transparency of books of accounts is always maintained;
- Ensure that all expenditures incurred, and payments made are as per the liabilities incurred and in compliance with all relevant laws, rules and regulations;
- Apply necessary analytical skills and critical thinking to help the Director HR/Admin and Finance in making informed financial decisions; and
- Ensure complete and accurate accounting records are maintained in electronic form and in a format, which are readily retrievable for reporting.

iii) Key Tasks

- Assist the Director HR/Admin and Finance in establishing a proper system of internal control, consisting of such financial policies and procedures to be adopted by the Authority, to assist in achieving the objectives of the Khyber Pakhtunkhwa Urban Mass Transit Act 2016 (Act) and for ensuring the orderly and efficient conduct of its activities, including adherence to the policies, the safeguarding of assets, the prevention and detection of fraud and error, the accuracy and completeness of the accounting records and the timely preparation of reliable financial and operational information;
- Assist the Director HR/Admin and Finance in establishing fund for the Authority to meet all its expenses and charges in connection with its functions and powers under the Act;

- Assist the Director HR/Admin and Finance in drafting investment policy and statement of the Authority for investment of surplus funds of the Authority;
- Identify potential investments/investment managers keeping in view the Authority's return requirements and risk tolerance, ensure accurate accounting and settlement of any such transactions;
- Assist the Director HR/Admin and Finance in identifying potential sources of debt capital, determining suitability of each source and negotiating and drafting loan agreements with the Government, Federal Government, National or International Organizations as necessary for the purpose of performing its functions under the Act;
- To open, maintain and operate bank accounts as approved by the Board;
- Prepare the annual and/or periodic budgets for the Authority, prepare periodic comparison of budgeted amounts with actual expenditures and take timely corrective action;
- Draft suitable working capital management strategy, identify cash flow requirements and forecast, manage and monitor cash flows;
- Prepare quarterly financial reports for consideration by the Director HR/Admin and Finance, Managing Director and the Board;
- Ensure valid accounts receivables and payables duly pre-audited and authorized by the respective wings of the Authority are settled within the agreed timeframes;
- Assist Director HR/Admin and Finance in identifying and implementing suitable accounting solution, and continuously keeping it updated so that complete and accurate accounting records are maintained and are readily retrievable for reporting;
- Assist Director HR/Admin and Finance in preparing the annual report, annual audit and financial information / briefings or submissions required time to time;
- Coordinate audit of the Authority by the Auditor General of Pakistan, responding to their draft audit paras, representing and defending the Authority at appropriate forums and assisting the Principal Accounting Officer in matters related to the Public Accounts Committee;
- Manage all expenses including contract service payments, staff salaries and Authority operating expenses from within the approved budget ceilings and in compliance with the relevant service-level agreements and develop a system that raises red flag whenever actual expenses exceeds budget;
- Reconcile bank accounts of the Authority on a monthly basis or earlier if necessary;
- Assist Director HR/Admin and Finance in preparation and submission of a report on the conduct of the affairs of the Authority as soon as possible after the end of every financial year; and
- Perform other related duties as required.

B. Position Requirements

i) Attainments

a) Qualification

CA / CMA / ACCA/ FCA / FCMA / ACA / ACMA / Master in Business Administration (Finance)/Master in Public Administration (Finance)/ M. Com from a HEC recognized university.
Specialized Training - Financial Management, Financial Reporting, Audit, Taxation, Leadership, Team Building or any other training considered relevant for the position.

Active affiliations – membership of recognized Industry or Professional Organisations.

b) Experience

At least 7 years of post-Qualification relevant experience including 3 years in mid-level management level position. Experience in a similar role is highly desirable. Proficiency in IT, Microsoft Office and relevant software(s) is essential.

ii) Core Competencies

- Demonstrated proficiency in preparation of budgets, annual accounts, audit, financial reporting, taxation and financial analysis etc;
- Proven experience in formulating and implementing efficient financial management systems and procedures to enable rapid and accurate reporting of relevant activities;
- Proficient knowledge and experience in modern financial management and accounting practices, relevant legislation and financial policies and procedures;
- Thorough knowledge of investment policy statements, identifying return requirements and risk tolerance levels for investment management of surplus funds;
- Proven experience of managing the process of obtaining and managing external financing;
- Proven experience of designing and implementing electronic accounting system, identifying appropriate financial reporting framework and creating necessary knowledge infrastructure.
- Mature, credible, and comfortable in dealing with senior management, line agencies, public and other stakeholders;
- Empathic communicator, able to see things from the other person's point of view;
- Proficiency in IT, Microsoft Office and relevant software (s) is essential; and
- Well presented and business like.

iii) Circumstances

- Age 35 - 45 years.
- Fluency in English and Urdu, Pashto would be an added advantage.
- Good health allows to work long and irregular hours (when required).