

JOB DESCRIPTION (TORs), SHORTLISTING CRITERIA & KPI

1. Job Title:	Chief Financial Officer (CFO)
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2. Reports to:	Chief Executive Officer (CEO)
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3. Job Location:	Islamabad
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4. Job Duties and Responsibilities (Terms of Reference):

The responsibilities and duties of CFO are focused on three broad areas:

Financial Management & Control

- 1) Develop and implement financial policies and procedures to ensure compliance with applicable regulations and financial/reporting standards.
- 2) Oversee the financial planning and budgeting process including Treasury, and ensure that budgets are aligned with the organization's strategic objectives.
- 3) Manage the accounting function, including the maintenance of accurate financial records and the preparation of timely financial statements in compliance with IFRS & SECP rules.
- 4) Support the projects & quality assurance teams for the provision of information w.r.t. Accreditation, Appraisals (proposal review) and any other information during the implementation phase of the project.
- 5) Ensure efficient management of cash flows and oversee the investment portfolio to ensure maximum returns with minimum risk.
- 6) To mitigate and implement effective risk management strategies to cater for financial, operational, and reputational risks.
- 7) Lead the development of financial systems and processes to support the growth of the NDRMF.
- 8) Provide guidance and leadership to the finance team, and promote a culture of accountability, transparency, and continuous improvement.
- 9) Ensure compliance with relevant Tax Laws of the country along with obtaining tax exemptions when and where required.

Leading the investment portfolio of NDRMF funds

- 10) Identify and evaluate potential investment opportunities i.e. conduct market research, analyze financial data and assess the risks and returns associated with different investment options.
- 11) Manage investment risks i.e. conduct thorough risk assessments, evaluate financial viability of potential investments and implement risk mitigation strategies.
- 12) Management of the organization's investment portfolio i.e. monitor the performance of existing investments, make informed decisions regarding asset allocation and diversification and optimizing the portfolio to achieve the desired financial outcomes.
- 13) Keep abreast of the various investment opportunities for the Endowment Fund.
- 14) Efficiently & effectively manage NDRMF Employees Provident Fund as well any other Fund as per requirement.

Financial Reporting & compliance at multiple levels

- 15) Timely meet all the agreed deadlines pertinent to financial reporting & investments.
- 16) Ensure adoption, implementation and maintenance of adequate Financial Reporting and Management Information Systems.
- 17) Provide financial analysis and insights to support decision-making by the Board of Directors and Senior Management team.
- 18) Manage relationships with external & internal stakeholders such as auditors, regulators, donors and banks.
- 19) To apprise the Senior Management/Board w.r.t. the financial progress of projects under implementation.

- 20) To comply with the SECP requirements in relation to the Audit & Finance Committee and the Board.
- 21) Lead the preparation and submission of various financial reports to external stakeholders, including the board, donors, and government agencies as per their guidelines.
- 22) Ensure the compliance with regards to the Grant Implementation Agreement in relation to the fiduciary requirements.

5. Age, Qualifications and Experience Requirements:

- a. The candidate should be a qualified Chartered Accountant recognized by the Institute of Chartered Accountants of Pakistan.
- b. Must have at least 10-years of relevant work experience in Private/Public or multilateral financial organizations.
- c. Preference shall be given to the candidates having experience of managing a portfolio of more than PKR 500 Million or in multiple currencies and working with International Development Agencies.
- d. The candidate must have strong understanding of financial management system of public sector organizations.
- e. Sound knowledge with relevant laws, regulations, and accounting principles applicable to the not-for-profit organizations.
- f. Knowledge and understanding of Enterprise Resource Planning (ERP) systems and financial management systems of Public/Corporate Sector organizations and multilateral financial institutions shall be an added advantage.
- g. Strong knowledge and experience in managing investments and financial markets.
- h. Proven track record of successful financial leadership, strategic planning, and financial analysis.
- i. Strong communication, interpersonal, and leadership skills.
- j. At the time of submission of job application the candidate should be able to successfully complete his term of three years before reaching the age of superannuation i.e 60 years.

6. Shortlisting Criteria:

May include any or all of the given criterions below Education and Professional Qualifications:

- (a) Work Experience:
- (b) Knowledge of Financial Management System of Public Sector:
- (c) Knowledge of relevant laws:
- (d) Technical Skills:
- (e) Knowledge and experience of investments:
- (f) Leadership/Strategic/Analytical Skills:
- (g) Communication Skills:

7. Key Performance Indicators (KPIs): [FY 2023-24]

Following Key Performance Indicators (KPIs) will be used to measure the performance:

- a) No financial matter should come before the Board requiring retroactive approvals or ratifications.
- b) All Audits of NDRMF be conducted timely with no qualification reports.
- c) All Financial Investments be done timely with due care and diligence after completing all codal formalities.
- d) **Financial Reporting Accuracy:** Ensured that all financial reports (Quarterly Accounts, Annual Audited Accounts, Annual Budget etc) are accurate and submitted in a timely manner to the Audit & Finance Committee and the Board.
- e) **Budget Control:** Ensure that the organization's financial resources are managed in accordance with the approved budget and that variances are identified and communicated to the CEO promptly.
- f) **Cash Management:** Ensure that the treasury function is efficiently managed to ensure that the organization has sufficient cash to meet its obligations on time.

- g) **Endowment Investments:** Ensure maximum return on investments managed through investment portfolio while minimizing risk.
- h) **Employee Funds Management:** Ensure employee funds are invested in securities with maximum returns.
- i) **Internal Controls:** Ensure to maintain a robust internal control system to prevent errors & fraud.
- j) **Compliance:** Ensure that the organization is compliant with all relevant laws, regulations, and policies related to finance.
- k) **Risk Management:** Implement a sound risk management strategy to mitigate the financial risks to the organization as identified by the External/Internal Audit.
- l) **Stakeholder Management:** Maintain a strong liaison with stakeholders, including regulators, donors, partners, and auditors.
- m) **Team Management:** Develop and lead a high-performing finance team that is capable of delivering on the organization's mission & vision.
- n) **Process Improvement:** Continuously review and improve identified financial processes to enhance efficiency and effectiveness.
- o) **Strategic Financial Planning:** To provide input in the development and implementation of the organization's overall strategic plan.