Appendix A

JOB DESCRIPTION

Position Title: Financial Reporting Specialist
Location: Islamabad
Reports to: Manager Finance & Accounts
Scope of Work:

The financial Reporting Specialist is responsible for ensuring accurate, timely, and compliant financial reporting in accordance with International Financial Reporting Standards (IFRS), applicable statutory requirements, donor regulations, and organizational policies.

Detailed Tasks and/or Expected Output:

Specific tasks of the Financial Reporting Specialist will include but not be limited to the following:

1. Prepare monthly, quarterly, and annual financial statements, management reports, Board reports, and donor financial reports in compliance with IFRS, statutory requirements, and donor agreements.
2. Ensure compliance with donor financial guidelines, grant agreements, organizational policies, and applicable financial regulations.
3. Coordinate internal, statutory, and donor audits by preparing financial schedules, reconciliations, and supporting documentation, and assist in the timely resolution of audit observations.
4. Monitor financial transactions to ensure compliance with internal controls, delegated authorities, procurement policies, and financial procedures.
5. Utilize SAP ERP for financial reporting, data analysis, and process automation while ensuring data integrity and system compliance.
6. Liaise with project teams, management, auditors, donors, financial institutions, and regulatory authorities on financial reporting and compliance matters.
7. Contribute to continuous improvement of financial systems, reporting processes, internal controls, and Standard Operating Procedures (SOPs).
8. Perform financial analysis, prepare management presentations, and undertake any other finance-related assignments as directed by the Manager Finance & Accounts.

Qualification & Experience:

(i) Chartered Management Accountant/Chartered Accountant/ACCA Qualified *or* MBA (Finance) from a HEC recognized university. (ii) Minimum of 4 years of relevant professional experience in a reputable chartered accountant firm, large public or private sector organization, experience with Big 4 CA firms will be an added advantage. Strong verbal and written communication skills in English. Expertise in SAP FICO module management will be an added advantage. Maximum Age: Limit is 35 years.