

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Finance and Admin Associate/Officer
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<b>Classification:</b>	D3- Associates, Finance and Admin Officer	<b>Direct reports:</b>	0
<b>Work location</b>	Islamabad, Pakistan	<b>Travel required:</b>	Up to 30%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those who are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>Reporting to the Head of Operations, GAIN Pakistan, the Finance &amp; Admin Associate will manage bookkeeping and related compliances.</p> <p>Additionally, the postholder will support ongoing routine operations related to the administration of the office in coordination with Head of Operations including day to day management of all finance related tasks such as payments to vendors, Tax compliances, management of office with oversight of the office support staff and maintenance vendor, providing travel support to the project staff, and other administrative and financial matters as assigned from time to time. The Finance &amp; Admin Associate will work closely within the GAIN Pakistan team and with key departments in GAIN HQ for the smooth and coordinated implementation of the projects from a finance and admin perspective.</p>
<p><b>Tasks and responsibilities</b></p> <p><u><b>Accounting Services:</b></u></p> <ul style="list-style-type: none"> <li>• Ensures that all procurement and payment approvals are obtained in line with GAIN policies &amp; procedures.</li> <li>• Prepares and ensures that all accounts payable documents are complete for mathematical accuracy and internal compliance.</li> <li>• Ensures all GAIN Pakistan documentation related to procurement of goods &amp; services is in line with Pakistan tax regulations.</li> <li>• Drafts online payments at GAIN online banking portal for authorization.</li> <li>• Initiating GAIN Pakistan payroll process after checking salary figures for further submission to Head</li> </ul>

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- Ensuring to generate monthly PSID for deposit of tax and coordination with tax consultant for filing of withholding tax statements. Ensure filing of annual tax return based on figures of audited financial statements.
- Data entry in the Microsoft Dynamics 365 accounting software.
- Monthly financial reporting including reconciliation of bank.
- Scrutiny of Travel Claims using SharePoint. Ensures that staff have not charged per diem for meals paid by GAIN.
- Provision of information/finance documents and data as requested by internal and external auditors. Review of internal compliances and Financial Statements during annual statutory audit, and periodic internal audit.
- Aiding in tracking of budget & forecasts of GAIN Pakistan office budget.
- Coordinate with bank on submission of documents required for bank internal compliance.
- Prepare quarterly funds request and submit for review and approval after checking projections submitted by program team.
- Assisting in sub award site financial reviews and preparation of financial review report.
- Manage Petty cash of the Islamabad office.
- Provides support to Head of Operations.

### **Administration and Operations**

- Reservation of venues/hotels to organize project meetings, workshops, and conferences. Negotiate with hotels to provide low corporate rates for GAIN Pakistan.
- Arranging travel & logistics for staff and consultants. This includes flight reservation and lodging at selected hotels and liaison with car rental company for hiring of vehicles on needs basis for road travel.
- Ensure and to provide proper upkeep and maintenance of office premises.
- Ensure office car maintenance and checking car logbook to ensure transparency in line with GAIN policies & procedures.
- Coordination with Ministry of Interior in relation to legal registration of GAIN in Pakistan. Submission of all information and documents as required by sub departments of Ministry for verification.
- Coordination with health insurance company in relation to staff medical claims. Checking staff medical claims and submitting them to the health insurance company for further processing.
- Prepares office administrative contracts and related documents in accordance with GAIN standard contracting process. Coordinate with local vendors and service providers in relation to GAIN Pakistan office administration.
- Coordinate with local IT support service provider for hardware procurement, local software installation, computer maintenance in case of trouble shooting etc.
- Manage HR Pakistan email address. Compile all proposals/quotations received in response to RFPs advertised and request for formation of procurement committee. Coordinate with program team to respond queries raised by vendors and service providers.
- Support to project staff and consultants from time to time.
- Backstopping administrative and operations on a day-to-day basis.
- Maintains office administrative contacts database.

### **Key organizational relationships**

- Reports to the Head of Operations, GAIN Pakistan.
- Works closely with the Head of Operations, GAIN Pakistan project teams and Country Director.
- Finance, HR, IT and Legal colleagues in GAIN HQ.
- Vendors for procurement of goods and services within the ambit of GAIN policies.
- Ensure to calculate monthly Employee Old Age Benefit Institution (EOBI) employee & employer contribution in accordance with rules & regulations and deposit the same with EOBI. Update employees particulars on EOBI online portal.

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### JOB REQUIREMENTS

#### Competencies

- Proven operational management capabilities.
- Proficiency in accounting.
- Good communication skills.
- Availability and willingness to work flexible hours.
- High level of professionalism and integrity.
- Ability to work independently with minimum supervision.
- Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity.
- Computer literacy with excellent Excel, MS Word, Outlook, and Power Point skills.

#### Experience

- Experience of working in an accounting/internal audit/compliance related role in the private/not for profit sector.
- Experience in operational and administrative support to projects of various sizes and scopes.

#### Education

- Minimum Bachelor level degree in Accounting, Finance and related field.

#### Other requirements

- Fluent written and verbal English and Urdu.

### WHAT GAIN OFFERS

- A competitive remuneration package
- Flexible working hours through hybrid working opportunities
- Friendly working environment
- Professional development opportunities
- The chance to make a lasting contribution to reducing global malnutrition