



Fast Rural Development Program (FRDP)
Job Description and Terms of Reference

1.Position Title: Finance Officer	
2.Sector/Unit/Project: Head Office Based -Hyderabad	3.Position Status: Full Time
4. Reporting Relationship: Project Manager/ Finance Manager	
5. Job Summary: The finance Officer will responsible to assist in smooth operations of the finance activities and maintenance of financial records. To assist and coordinate the effective management of finance and general administration functions in Finance department. Finance Officer will support Finance Manager in budgeting and partner reporting and ensure that financial reports are effectively used by program team.	
6. Authority Assigned: - Project Manager/Finance Manager	
7. Position Specification: <i>Academic/Technical:</i> <ul style="list-style-type: none">• Master's degree in Commerce, Business Administration, Economics with a major in Finance	
8. Work Experience: <ul style="list-style-type: none">• Must have at least 4 years working experience in similar position, or Bachler degree with 5 years similar experience in development sector	
Competencies (Knowledge, skills and attitude) <ul style="list-style-type: none">• Ability to translate concepts into actionable plans.• Skilled in preparing brief and comprehensive financial reports.• Capable of developing work and action plans and meeting deadlines.• Ability to make rational and quick decisions.• Strong analytical ability and sound judgment.• Effective team facilitator, worker, and player.• Willingness to listen and learn from others.• Ability to work with limited support	
9. Regular responsibilities: <ul style="list-style-type: none">• Bookkeeping and Financial Reporting• FO will ensure that staff adheres to internal controls; make necessary accounting adjustments and keep books of accounts as per standard procedures. S/he will review field documents/advances/reimbursements/settlements/etc. S/he will do day to day payments, adjustments, system entries, get review of FM / HoO within agreed timelines. Remain up to date on finance-related matters and that of Govt. regulations including taxation• FO will coordinate and facilitate field teams in preparation of forecasts. Pay staff dues including monthly salaries. Sufficient funds are all times availability.• Collect payroll supporting and consolidate it for FM for further review.• Staff final settlements are processed and completed within a week of its receipt in Finance.• FO will conduct, coordinate, and support program team.• FO will coordinate with field finance and program team and provide technical support for preparation and consolidation of budgets as per guidelines from HoO/Donor.• FO will coordinate with project manager and HoO to consolidate information for development of initial donor financial reports. Conduct preliminary review of these donor reports before submission to HoO. within agreed timeframe.• Ensure regular fixed assets and stock counts as per SOPs. At least half-yearly reconciliation with financial record and annual physical verification	

- FO will provide technical support to staff assigned. Provide necessary development support as agreed in PDR process. Provide assistance to project managers for basic financial management training/refreshers for non-finance staff on regular basis.
- Execute cash and bank payments in compliance with organizational financial procedures, ensuring proper documentation and budget availability.
- Monitor and oversee planned procurements within the project timeline.
- Reconcile expenses with the program team on a monthly basis.
- Prepare monthly bank reconciliations.
- Coordinate regularly with the project team to ensure the completion of finance-related documents, duly signed and stamped.
- Monitor all project procurements.
- Collect and review all standard supporting documents for payments.
- Ensure all documents are signed by authorized signatories.
- Prepare various vouchers as needed and record them in Tally ERP 9 or QuickBooks on a daily basis.
- Calculate applicable taxes, withhold them from payments, and ensure timely deposit to FBR.
- Prepare and disburse payroll monthly via bank transfer.
- Manage petty cash expenses for the base and project office, replenishing as needed and preparing vouchers with supporting documents.
- Maintain proper filing and safe custody of all vouchers and financial records.
- Keep records of all project agreements and supplier contracts.

10. Desirable Qualifications:

- Qualified professional accountants preferred.
- Knowledge of development issues and concepts.
- Experience working in insecure environments.

11. Special Skills, Aptitude or Personality Requirements:

- Active team player.
- Adaptable and flexible, willing to travel to remote field areas with basic living conditions.
- Ability to manage time effectively and meet deadlines.
- Proficient in MS Office; experience with accounting software Tally/QuickBooks is a plus.
- Capacity building and training skills.
- Good interpersonal and communication skills.
- Basic report writing and analytical problem-solving skills.