

About Civil Society Support Program (CSSP):

The Civil Society Support Programme (CSSP) is a non-profit civil society organization which emerged as a response to the challenges facing the civil society of Pakistan, with regards to the fight against poverty, social injustice, and governance issues. It was established in 2005 and received registration under Society act. CSSP is aimed at socio-political transformation of citizens and institutions through organizing, educating, engaging and empowering citizens for a democratic, just and peaceful society. This will be achieved by diversifying the efforts of different stakeholders including youth, civil society organizations, media persons, academia, researchers, lawyers, trade unions, and elected representatives through lobbying and advocacy for policy reforms and implementation.

CSSP operates across the country through its main office situated in Hyderabad, Sindh and field offices in Dadu, Sukkur, Mithi, Umerkot, and Islamabad. For more information, please visit www.cssp.org.pk

Position Summary:

Position Title	Finance & Admin Officer
Unit/Department	Finance & Admin
Direct Supervisor	Manager Finance & Admin
Contract Duration	06 months (Extendable)
Duty Station	Hyderabad / Karachi

Overall Purpose of Job:

To provide technical support in Finance & Admin department; maintaining financial, accounting, administrative and personnel services in order to meet the project goals within the project duration.

Duties and Responsibilities:

- Keep and maintain all the accounts records in soft as well as in hard form.
- Responsible to deal all the accounts of the project and settles all matter of banks.
- Prepare Bank reconciliations on monthly basis.
- Responsible to maintain Cash book, ledgers and Trial balance for project office.
- Make sure verification of all the accounts record before auditory process.
- Responsible to submit the financial report to the finance manager for compilation, review and onwards submission to the donor.

- Make sure all the records / accounts / financial transactions are booked before the audit commencement.
- Ensure cordial relation with the other departments and donor agency.
- Manages all correspondence within and outside the organization.
- Records all incoming and out-going letters and documents.
- Receives advice from the project Manager and Executive Director on relevant issues and tend to the information/inquiries sought.
- Monitors administrative aspects of the project office/staff and evaluates discipline and punctuality of the staff.
- Ensure the maintenance of attendance register in office and also confirm staff attendance level in the field.
- Responsible to manage the work, related to purchase of furniture, office equipment, computers, air conditioner and hiring of vehicle, log book file.
- Responsible to negotiate services agreements with vendors.
- Looks after administrative affairs of the Office.

Experience:

Minimum 3-4 years of experience in the non-profit sector

Education:

Advance University Degree in Finance, Accounting and/or Business Administration.

Skills & Competencies:

- Excellent interpersonal skills and the ability to work as part of a team.
- Strong IT skills and knowledge of database management.
- Positive attitude and ability to multi-task and work towards tight deadlines.
- Adheres to strong ethical professional values and
- Strong organizational and leadership skills
- Personal qualities of integrity, credibility, and dedication to the mission of CSSP.

How to Apply:

Please send your application to hr.recruitment.ngo@gmail.com by or before **Monday, 16th January, 2017.**

Your application MUST include:

- A covering note explaining your interest and suitability for the position. Please do explain how your skills match the competencies detailed in the job description.
- Your CV (not more than 3 pages)
- Current Compensation

Please note that only shortlisted applicants will be called for test and interviews. Both male & female applicants are encouraged to apply.