

**Job Details:**

Job Title: Admin & Finance Officer

Location: Umerkot, Sindh

Type of Employment: Full-time

Contract: 1 year (extendable)

Roles & Responsibilities:

- Maintain inventory of office, stationery etc.
- Maintain the petty cash as per official guidelines
- Keep and maintain all the accounts records in soft as well as in hard form
- To ensure all documents are approved and complete before payment release and as per policies
- To enter all accounting entries in financial system before signing of cheque
- Count, check and verify invoices and prepare payments and vouchers in financial system.
- Ensure timely payment of utility bills, vendor bills etc.
- Prepare financial reports and budget variance reports
- Prepare bank and cash reconciliations
- Make sure all the records / accounts / financial transactions are booked before the audit commencement.
- Ensure cordial relation with the functional departments and the audit firm
- Responsible to supervise the work, related to purchase of furniture, office equipment, computers, vehicles/motorbikes, and miscellaneous.
- Responsible to negotiate services agreements with vendors and preparation of procurement related documents i.e. Purchase requisition, goods received note etc.
- To provide support to staff in security issues
- Organize all logistics processes, including purchasing, communications, transport and asset management as well as the related administrative procedures
- To record all incoming and out-going letters and documents.
- Monitor administrative aspects of the regional office/staff and evaluate discipline and punctuality of the staff to the assigned tasks.
- Ensure the maintenance of attendance register in office and also confirm staff attendance in the field.
- Maintain projects filing and other departmental documents
- Understand and comply with organization's policies and procedures
- Any other task assign by the supervisor.

Required Qualifications:

- Bachelor's or Masters degree in Commerce/Business/Accounts or equivalent.
- At least 05 years' of experience in finance & administration preferably in non-profit sector
- Sufficient knowledge of accounting and book keeping
- Possess financial analytical and computer skills, especially with accounting software, spreadsheets, and financial analysis
- Ability to develop financial reports
- Excellent communication, negotiation and representative skills
- High integrity to be able to handle cash and cash related transactions
- Positive attitude and ability to multitask and deal with stressful situations.
- Self-driven and proactive, demonstrating a strong capacity to take initiative.

How to Apply:

Interested candidates should submit their CV along with a cover letter to hr@cssp.org.pk by or before **2nd May, 2025**. CSSP is an equal opportunity employer and encourages applications from women, minorities, and persons with disabilities.