Career Opportunity
Senior Associate, Finance and Administration

Direct Reporting: Regional Director, Sindh
Functional Reporting: Head of Administration and Procurement &
Head of Finance and Regulatory Affairs
Location: Karachi

Teach For Pakistan is a national non-profit organization committed to creating a powerful social
movement for equity and excellence in education. We enable Pakistan’s best young talent to teach for
two years in underserved communities, and drive systemic change in education throughout their lives.

Teach For Pakistan envisions the day when every child in Pakistan will participate in an education that
nurthes them to become loving, thinking and engaged citizens. To that end, we are aiming to grow our
movement over the coming years, and are looking for team members who will work passionately and
rigorously to achieve this goal.

The Role
Teach For Pakistan is looking for a Senior Associate, Finance & Administration to join the team. The
selected candidate will have dual responsibilities and will be looking after both the Finance & Admin
functions simultaneously through coordination with the department heads based in Teach For Pakistan
Head Office in Islamabad.

Primary responsibilities related to Finance include:

● Initiate forms related to various types of financial approvals
● Daily bookkeeping and financial tasks such as entering data in the financial software and
reconciliation of balances and ensuring accuracy and proper coding
● Prepare financial reports, including expenses and variance reports
● Coordinate with Islamabad office to share information for processing and filing of withholding
statement
● Coordinate with Islamabad office to align financial and programmatic activities in conjunction
with donors’ guidelines
● Coordinate with Islamabad office to ensure alignment with memorandum of understanding,
teaming agreements, sub-agreements, contracts, and donor request letters.
● Facilitate activities related to internal and external audit

Primary responsibilities related to Administration include:

● Procure assets, supplies and services related but not limited to printing, photocopying and
scanning
Ensure completion of all procurement related documentation and paperwork
Manage Petty Cash
Issue IT equipment and coordinate with vendors for troubleshooting of software and hardware issues
Create and maintain inventory of fixed assets
Provide administrative support for organizing trainings, events and meetings for staff and Fellows
Handle hotel bookings, air and road travel arrangements
Manage office repairs & maintenance
Compile and maintaining pool of vendors for all routine matters
Ensure timely payment of utility bills and other related payments.
Coordinate with courier companies and handing mail
Manage security of assets, premises and staff
Ensure the implementation of all policies and procedures related to administration department
Coordinate processing of insurance claims

The Ideal Candidate will be a responsible, proactive problem-solver who can successfully manage multiple projects at the same time. We’re looking for someone who will be excited to support our programmatic activity, and take initiative to further our goals. S/he will have the following qualifications and competencies:

- A minimum of 3 years’ experience in administration, procurement, managing non-profit grants, contracts and budgets in line with donors’ (such as FCDO, formerly DFID, UN agencies and donors like USAID and GIZ) requirements and operational needs
- Experience of working with NGO/INGOs is preferred
- Familiarity with a variety of accounting and procurement software packages
- Bachelor’s degree in Accounting/ Finance or ACCA and/or related comparable certifications
- Highly developed organizational, liaison and communication skills
- Demonstrated experience in admin, procurement, budget preparation, monitoring and reporting for donor grants
- Understanding of project design, management and implementation
- Ability to work under own initiative and as part of a team
- Ability to multi-task and work under pressure

To Apply
Please send us your resume and cover letter at careers@iteachforpakistan.org. Since we will be hiring on an on-going basis, the applications sent in earlier will have a higher chance of selection.

A few important notes to keep in mind for submitting your application, without which it will not be considered:

- Please mention the job title and location in your email subject.
- A generic cover letter will disqualify you from consideration. Your cover letter must address the following questions:
  - Why are you interested in working with Teach For Pakistan?
o What specific skills, experiences and mindsets do you bring to the role and the organization?

o What challenges would you face in the role and how would you overcome them?

We strongly encourage you to learn more about us at [www.iteachforpakistan.org](http://www.iteachforpakistan.org), and our social media pages.