

TERMS OF REFERENCE

for

ACCOUNTS OFFICER

THE PROJECT

The Global Fund for AIDS, TB and Malaria (GFATM) has approved Round-9 HIV Grant for Pakistan which will be implemented by National AIDS Control Program (NACP) and Nai Zindagi Trust (NZT) as Principal Recipients (PRs). The PRs will be responsible to implement various objectives of the overall Grant.

NZT is required to implement activities under objective 1 - *Scale up comprehensive HIV prevention and harm reduction services to 28,000 IDUs, 8,600 spouses and partners of IDUs in 24 selected districts of Sindh and Punjab Provinces*. The project will be implemented with the help of sub-recipients (SRs) who will be directly involved in reaching out to street-based injecting drug users for delivery of defined HIV prevention and harm reduction services.

SPECIFIC ACTIVITIES

SALARY

- Prepare salary sheets
- Take into account effect of joining, leaving, leaves, other deductions from salary while preparing salaries
- Forward salary sheet to Director Finance for approval
- Forward approved salary sheet to Finance Officer for preparation of voucher and cheque for payment

POSTINGS

- All vouchers will be posted in Quick Books timely
- Entries will be made in Quick books according to approved chart of accounts
- Changes to chart of account will be made after approval of Director Finance
- Mark the vouchers which have been posted
- Entries in books of accounts will not be edited and reversal and correction entry will be passed

RECONCILIATION WITH SUBSIDIARY BOOKS

- Accounts Officer shall reconcile General Ledger accounts with subsidiary books e.g. Cash book, bank book etc. and report any discrepancy to Director Finance

PREPERATION OF OTHER DETAILS

- Prepare Pay slip, cost centers summaries and payroll reconciliation statement if required and forward to Director Finance for approval.

REVIEW OF MONTHLY ACCOUNTS STATEMENT

- Forward monthly report to Director Finance for review and also to internal auditor for verification and variance analysis.

BACK UP OF RECORDS

- Weekly data backup will be stored/ updated on external hard disks which are to be kept with Director Finance and MIS officer.

FILING

- File will be properly labeled
- File will be arranged in appropriate racks

EXTERNAL AUDIT

- Assist in coordination of external audit

AWARENESS OF POLICIES AND PROCEDURE

- Acquaint him with relevant contents of Organization's policies most specific finance policies and procedures for better execution of his responsibility and highlight area for improvement, if any

OTHER DUTIES

- Carry out other task as specified by Director Finance

QUALIFICATION

- MBA Finance with commerce graduate
- Hands on experience on Quick Books
- 1- 2 years of experience in NGOs/development organization