

TERMS OF REFERENCE

Accounts Officer

Job Type:	Contractual
Project:	CDC-NIH, Islamabad
Job Location:	Islamabad
Minimum Education:	Masters
Degree Title:	MBA in Finance/M.Com/ACMA/ACA or Higher Degree.
Minimum Experience:	5 Years
Required Travel:	N/A
Reporting to:	Principal Investigator/ Project Head

Projects Summary of CDC Corporation with NIH:

The “Global Health Security Agenda (GHSa)” was launched in February 2014 with the vision to have a safe and secure world from global health threats posed by infectious diseases and is a growing partnership of nearly 50 nations, international organizations, and non-governmental stakeholders to help build countries capacity to create a world safe and secure from infectious disease threats and elevate global health security as a national and global priority.

“Influenza” lab based surveillance activities are supported by small sustainable corporate agreement that covers surveillance cost at seven sentinel sites and laboratory testing.

Job Description

- Set up accounting system, including financial reporting forms and filling system for the project.
- Participate in preparation of budget planning and allocation of funds under different heads.
- Prepare documents of cash flows to ensure flow of funds for project implementation on timely basis.
- Prepare employee’s salaries and create all tax payments challan online.
- Prepare periodically financial plans for each project in order to run project financial activities smoothly.
- Prepare all three projects financial reports including General Ledger, Trail Balance and Balance sheet and submit to the Project Director before submitting to the CDC.
- Check and ensure all expenditures of project are in accordance with government and CDC procedures.
- Record keeping of all bank payments vouchers and bank receipt vouchers.
- Responsible for all accounts related activities and work with auditor to prepare audited project financial statements.
- Posting of vouchers/ bills in GL, reconciliations of payments with ledgers.
- Printing of cheques and management of cheque books.
- Approval, signatures, preparation and disbursement of cheques.
- Filling of vouchers and record keeping,
- Knowledge of WHT deduction, deposit and reconciliations with ledgers and banks.
- Knowledge of e-filling of WHT along with rules and dates of filling.
- Knowledge of preparation, posting, payments and reconciliation of GST returns along with e-filling of returns.
- Knowledge about handling financial budget the project.

- Filling of vouchers and record keeping.
- Any other task assigned by the Management.

Skills Required:

- Good computer and MS Office suite skills.
- Good understanding, speaking, reading and writing ability in English, Urdu.
- Theoretical and practical knowledge of Accounts and finance related activities.
- Proactive and ability to work independently.

Project Term:

This project term of references are effective from **30 September, 2019**, for one year and will continue after individual's successful performance and availability of project grant.

Amendment, Modification or Variation:

These terms of reference may be amended, varied or modified in writing at anytime of the project keeping in view of project future needs.