



Job Title: Accounts & Admin Assistant
Job Location: Islamabad, Pakistan
Reports to: Senior Finance & Support Services Manager
Job holder: Vacant
Department: Operations, Planning & Finance

Purpose of the role:

The Admin & Accounts Assistant will provide support in managing day to day accounting, administrative, HR and financial tasks of the office. The role requires a good understanding of accounting, finance, admin and logistics skills. The assistant will work closely with the finance and admin team to ensure the smooth functioning of office operations.

Key accountabilities:

Principal Accountabilities (specific activities and end results):

Accounts and Finance:

- Assist in maintaining accurate and up to date accounting and financial records.
- Process invoices, receipts, payments, and other financial transactions.
- Preparing vouchers in SUN accounting system.
- Assist in reconciling bank statements
- Assist in maintaining petty cash records and ensuring proper disbursement of funds.
- Assist with payroll processing and related documentation.
- Ensure proper filing of all financial documents.
- Providing informative reports as and when required.
- Any other tasks assigned by the SFSSM

Administrative affairs

- Provide administrative support to the office, including scheduling meetings, handling correspondence, and vehicle operations,
- Support in handling travel arrangements, booking accommodations, and organizing itineraries for staff and visitors.
- Support procurement processes by obtaining quotations, preparing purchase orders, and tracking deliveries.
- Assisting procurement committee in procurement related documentation
- support in coordinating events, workshops, and training sessions.
- Manage relationships with partners and suppliers, contracting, agreements etc.
- Any other tasks assigned by the SFSSM

Human Resource Management:

- Support the recruitment process and onboarding new staff by posting job vacancies, scheduling interviews, conducting initial HR inductions and setting up personnel files.
- Maintain and update employee records, including contracts, job descriptions, increment letters.
- Preparation of monthly payroll and maintain the proper record of payroll sheets every month
- Maintaining the Medical OPD insurance records of each employee

- Maintaining the records of life and health insurance of each employee
- Maintaining the records of employee benefits and preparation of final settlements at the end of employment contract
- Any other task assigned by the SFSSM

The major accountabilities are not meant to be an *exhaustive list of tasks*. The need for flexibility is required and the post holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Core Behaviors:

- Integrity and professionalism.
- Problem-solving and analytical skills.
- Strong interpersonal and organizational skills
- teamworking
- Flexibility and adaptability.
- Ability to handle confidential information with discretion.

Qualifications and experience:

- Bachelor of Commerce/Business/Accounting and finance or equivalent
- Strong knowledge of accounting principles and admin and logistic affairs.
- A minimum of 2 years' experience of Admin & logistics in a reputable organization will be preferred.
- Strong organizational and multitasking skills
- Good communication skills, both written and verbal
- Able to work independently and with team.

As an equal opportunity employer, we actively encourage applications from all sections of the community. Sightsavers is a Disability Confident Leader and qualified people with a disability are particularly encouraged to apply

Post subject to contract finalization