

Job Description

Job Title	Admin and Finance Manager		
Strategic Business Unit	TVET IV	Location	Islamabad or Karachi
Pay Band	Consultancy Contract (Long Term)	Contract Duration	4.5 Years Consultancy Contract
Deadline to Apply: 11th February 2024 (11:59 PM)			

About the project

This project is a 54-month programme jointly co-financed by the European Union, the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ and the British Council and the overall objective of this action is to contribute towards strengthened inclusive socio-economic development of Pakistan, with sufficient skilled and relevant human capital available to meet private sector needs.

The British Council is leading on € 10 million funding for component 4; to increase availability of skilled female labour force in digital skills and high-tech professions. The British Council through delivering the component 4 of the project aims to develop high quality, relevant and inclusive TVET system with improved progression pathways to higher education and employment for Women, including refugee and returnee, and women with disabilities.

The project will be implemented in Khyber Pakhtunkhwa, Baluchistan and Gilgit Baltistan with an aim to develop and roll out new digital skills and high-tech CBT&A packages in Robotics, Artificial Intelligence, IoTs, and Data Science/Analytics including green skills and life skills as cross-cutting modules in collaboration with private sector, to be endorsed by federal authorities. The project will also establish two CoEs with the focus on digital skills and high-tech to offer career-focused training programmes to build the capacity of institutions for sustainability through teacher training, internationally accredited Digital Centre of Excellence and Public Private Partnership for the employment of trained students. This will also include women/ girls, persons with disabilities, migrants, returnees, and refugee communities as part of the target group.

About the role

The Admin and Finance Manager will be responsible for efficiently managing and coordinating various administrative tasks, ensuring the smooth operation of day-to-day activities, maintaining records, and oversees the financial operations, including budgeting and financial reporting.

The appointee will have responsibility for:

Financial Management

- Support the financial planning, forecasting, and reporting and analysis of the project.

- Produce monthly financial reports, manage budget checks and accurate financial data is maintained.
- Ensure compliance to donor and British Council financial controls and policies.
- Review budget spending and enable accurate monitoring of project budget.
- Provide commercial forecasting and develop financial reports for the project.
- Support the project team during internal and external audits.
- Manage financial procedures and payments to consultants (where applicable)
- Ensure compliance of project spending to financial procedures
- Ensuring that all financial documents/records are maintained as per donor and British Council guidelines and are available for spot checks/audits.
- Maintain detailed financial record on all project related transactions and expenditures.
- Support the project team in revisions of budgets.
- Ensure accurate and timely monthly (re)forecasting is in place, by running regular reports in the SAP system on actuals, monitoring outstanding purchase orders, reviewing commitments, analysing, and commenting on reasons for variances to plan and recommending corrective actions.
- Interpret and follow British Council and EU project procedures (project, financial and risk reporting) to ensure compliance with all systems and standards.

Administration

- Provide support in managing and monitoring the office facilities including hardware, building maintenance, electricity, HVAC and soft services such as cleaning, catering and transportation.
- Provide support to project staff in managing the bookings of office rental cars for official meetings and events.
- Supporting in premises maintenance including coordination with contractors and local management teams.
- Manage mail and shipment through courier with support from the office assistant.
- Manage payments for office services including utility bill payments and payments of mobile services by project staff.
- Ensure all payments are made timely completing the necessary documentation.
- Provide logistical support to the project management team during events proactively managing travel and transport arrangements, supplies and stationary requirements to the events.
- Ensure optimal use of office space and manage office storage for recording of project specific documentation as required by British Council Policies.

Relationship & Stakeholder management

- Has relationships with partners and stakeholders within country for financial management and reporting.
- Holds suppliers to account for delivering against contract.
- Build strong internal relationships and networks.

Safeguarding

- The post holder will understand the importance of safeguarding and ensure policies and processes are in place to offer maximum protection of children, young people and adults in the project and at all relevant events and venues and ensure compliance with the British Council's safeguarding policy and its implementation standards in the project.
- Undertakes project safeguarding risk assessment and monitors the implementation of activities accordingly.
- Escalating all safeguarding concerns to the National Safeguarding Manager, Pakistan
- Ensure partners/third parties are aware of their duty of care for protecting children and adults.

Reporting and Line Management

The Admin and Finance Manager will report to Senior Programme Manager and will line manage HR Officer.

Required qualifications and experience.

Skills and knowledge	<ul style="list-style-type: none"> • at least 4 years of relevant work experience, and specific expertise in admin and financial reporting • Experience of working with donor funded projects. • Familiar with SAP ERP • ERP Management and reporting knowledge 	
Experience	<ul style="list-style-type: none"> • Proven experience of managing project finances. • Experience of managing project operations from start to finish and familiarity with project life cycles. • Understanding of procurement, evaluation and reporting requirements of projects. • Experience of managing stakeholders 	
Qualifications	Masters in relevant field	
British Council values and behaviours	British council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another	

	<p>and the people we work with. These will be assessed in the selection process. Our values are: Open and Committed; Expert and Inclusive; Optimistic and Bold.</p> <p>For further information please visit the below pages.</p> <ul style="list-style-type: none"> • https://www.britishcouncil.org/sites/default/files/bc_behaviours.pdf • https://www.britishcouncil.org/about-us/our-values 	
Condition of employment	<p>Proof of Identity requirements/right to work in country.</p> <p>Candidates are expected to have researched whether they have the right to live and work in the Pakistan in which the role is based.</p>	

Submission guidelines:

- Email subject: Application for 'Post title'
- KINDLY SHARE YOUR CVS ALONG WITH COVER LETTERS ON THE FOLLOWING ADDRESS: tvvet.iv@britishcouncil.org.pk
- Applicants failing to comply with the above-mentioned guidelines will not be considered.
- Only Shortlisted candidates will be called for interviews.