# Teachers’ Resource Centre

## Job Description

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<tr>
<th>Job Title</th>
<th>Manager Finance</th>
<th>Reporting Relationship</th>
<th>Director, TRC</th>
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<tr>
<td><strong>Location</strong></td>
<td>Karachi</td>
<td><strong>Job Code Number</strong></td>
<td>008/2014</td>
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### About TRC

TRC, based in Karachi, Pakistan, is a non-profit, non-government organisation that has been working in the education sector since 1986. The centre was formed in response to the visibly declining standard of education in both the public and private sector schools of Pakistan. Dealing primarily with the early years and primary education, TRC's mission is to improve the learning experiences of children by changing teachers' set perceptions of the learning process. Through workshops, publications, research, curriculum and material development, TRC promotes active learning and an atmosphere of life-long learning.

### Role Purpose

The Manager Finance shall be responsible for overseeing the financial management, grants compliance and financial accountability.

### Key Responsibilities

The incumbent will be responsible for:

- Provide support to organization strategic and operational planning.
- Develop and introduce efficient use of tools/reports to facilitate budget monitoring.
- Maintain cash book and cash flow management of various heads and programs.
- Plan and develop adequate financial protocols and its implementation;
- Review of financial transactions of funds received and spent within the financial policies of institution.
- Coordinate with program team to check, calculate and code to ensure correct posting of transactions grant wise.
- Prepare grants budgets and budget revisions.
- Coordinate with donors to answer for grant related queries/matters.
- Facilitate external audits such as statutory audit, grant audit, tax audit.
- Preparation of periodic financial reports/information, as may be required.
- Development of relevant internal controls to ensure smooth operations.
- Overseeing day to day finance function.
- Other ancillary responsibilities pertaining to the Finance function.

### Qualification and Experience

- CA/MBA Finance/ACCA/ICMA qualified
- 3-5 years’ experience of overseeing and managing multi grant management and compliance systems;
- Excellent management and communications skills.
- Ability to work independently to a high professional standard.
- Fluent spoken & written English language