



Society for Human Rights and Prisoners' Aid  
(SHARP-Pakistan)

## JOB VACANCIES

<u>Post title</u>	<u>No. of positions Available</u>	<u>Duty station</u>
Finance Clerk	01	Islamabad

### Job Description

**The incumbent employed under the functional title of Finance Clerk, will be responsible to:**

1. Act as Finance Clerk under the direct supervision of the Admin Finance Officer.
2. Scrutinize and verify all financial documents / invoices received for payment and ensure their accuracy and transparency.
3. Prepare monthly reconciliation financial statements vis-à-vis Bank statements.
4. Maintain all financial records of the Project.
5. Ensure and provide inputs to the supervisor regarding project cost control.
6. Liaise with Implementing partner, relative financial institutions, suppliers and auditors regarding the financial status of the projects.
7. Maintain, inspect, verify and reconcile inventory record of all Non-Expendable Property (NEP) assigned to the field.
8. Perform any ad hoc duty assigned by the supervisor.

### Qualification:

- B.Com
- At least one year of professional experience in Accounts
- Computer literacy is essential

### **HOW TO APPLY:**

Please send your CVs with copies of credentials on the following address latest by **13-Aug-2017:**

#### Islamabad Office

Admin/ Finance Officer  
Society for Human Rights and Prisoners' Aid (SHARP)  
House No. 2, CMT Road, Golra Morh, Postal Colony  
Tel: 051- 2211740