



JOB DESCRIPTION - ADMIN & FINANCE

Background:

Transforming Communities for Inclusion ("TCI") is a global Organisation of persons with psychosocial disabilities [an OPD]. TCI forecasts a future in which all human rights and full freedoms of persons with psychosocial disabilities are realized. TCI contributes to the realization of the CRPD by elaborating on the pedagogy and the practice of Article 19 of the CRPD (Right to Living Independently and being included in Communities). TCI advocates for the practice of Inclusion and dream to see it manifest in all national policies and laws of the world. Since 2013, TCI, had a vision for creating a movement for the inclusion of persons with psychosocial disabilities in the Asia Pacific and beyond the Asia Pacific region. It is presently in the 'regional-going-global' phase. TCI empowers national organizations and builds organizations of persons with psychosocial disabilities at the national level through fellowships, microgrants DPO support grants and country missions.

Desired start date: As soon as possible

Location of position: Islamabad, Pakistan

Last date to apply: April 10, 2022

Core Responsibilities

1. Establishment of financial systems within the organization and play a leading role in decision making
2. Support and work with core team for budgets preparation, and development of projections and utilization statements. Also support in developing budget proposals to different donor organizations
3. Coordination with TCI fellows, members, micro grantees and partners for payments, finance related documentation, events planning and logistical support
4. Verification and prepare compliance documentation of micro grants, DPO support grants, compilation of KYCs, supporting documents and payment status update
5. Reporting to programs team and director of TCI from time to time, for an account of work done through emails, and report in all review meetings of the TCI secretariat.
6. Gathering & compiling data of consultancies and other payouts for e.g., monthly invoicing and follow up regarding the same.
7. Tracking all invoices of staff members and consultants, ensuring the invoices are received timely and are processed timely for payments for timely closure of projects.



8. Solve queries of members and partner organizations related to finance documentation and keep a check.
9. Support in making contracts wrt to finance and budgets, working with fiscal sponsor and donor agencies
10. Prepare timely project financial reports
11. Complete balance sheet finalization, bank reconciliations, inter project finance relationships
12. Checking relevant international taxes/government regulations, FCRA and other compliances
13. Post registration facilitate the bank payment procedures, liaison with bank, statutory authorities on secretariat affairs

Employment Specifications - Required knowledge, skills and experience:

- ✓ Bachelor or Master Degree in business administration, accounting & finance, acca, CA or M.com
- ✓ At least 3-4 years of work experience in the relevant field and have experience of working in development organization preferably working in low- and middle-income countries with donor agencies
- ✓ Ability to manage workload and meet deadlines
- ✓ Very good writing skills and oral communication skills in English language
- ✓ Strong interpersonal skills, team player, and good communication skills
- ✓ Willingness to travel nationally and internationally as when and where required. Also, must have ability to work at non-conventional hours
- ✓ Desired to work for disability inclusive development and inclusion of persons with psychosocial disabilities
- ✓ Having lived experience of psychosocial disability will be a plus



APPLICATION FORM

You are requested to complete this application form and send us back to tciasia.secretariat@gmail.com by email, before **April 10, 2022**. You are also requested to attach your CV in addition to this application form. You will be contacted for interview only if you are shortlisted.

Applicant Profile

Full Name: _____

Age: _____ Contact Number: _____

Gender: _____ Email Address: _____

Current Address: _____

Do you consider yourself as a person with disability? Yes No

If yes, please specify: _____

Please mention how do you meet the employment requirements and specifications.
Please note, your response should not exceed from 500 words.

List your educational qualifications below:

List your present and previous employments below:



List any trainings you have received which may be relevant to the application:

Languages and Skills

Rate your English reading skills out of 10:

Rate your English writing skills out of 10:

Rate your English-speaking skills out of 10:

Mention your computer language skills including software's you are confident using

1.

2.

3.

4.

5.

List any two references

1

Name: _____

Designation: _____

Organization: _____

Contact: _____

Relation: _____

2

Name: _____

Designation: _____

Organization: _____

Contact: _____

Relation: _____