

**Title:** Senior Finance Officer  
**Location of Work Station:** Sindh (Karachi)  
**Type of Job:** Contractual  
**Reporting to:** Senior Manager Finance/Chairman CWP

**Position Summary:**

Senior Finance Officer will be responsible for overseeing, coordinating and administering the financial records, systems and process of the the Committee for the Welfare of Prisoners including accounting, bookkeeping, and payroll also analyze all financial data, monitor all transactions and prepare appropriate reports for same and executing the general administrative and clerical duties that would help in the achievement of the goal and objectives designed by the CWP.

**Directly Responsible For:**

- The incumbent shall primarily be responsible for executing their daily financial activities that are in compliance with the CWP standards.
- Making accurate entries in the accounting system (Quick Book) to maintain an accurate filing system by processing the cheques, expenses reports and reconciliation of accounts.
- To gather and collect all the financial data and information, to verify whether it has been accurately entered in the system to monitor and retrieve the financial details whenever there is a need etc.
- To assist in tracking the journal entries by reviewing the source documentation and making relevant adjustments, assisting in the preparation of audit requirements, supporting in the preparation of planning and to make sure that they are standardized.
- Coordinates with admin team to ensure timely submission of bills.
- Ensure terms and conditions of the award, to include the standard terms and conditions, award provisions, and USG Federal Regulations outlines in 2 CFR200 & CFR 600.
- Ensure all vouchers and supporting documents should be properly filed and scanned.
- Prepare and submit monthly/quarterly reports to Head of Finance and Chairman.
- Maintain coordination with banks, the Home Department, Finance Department, and Accountant General (AG) Sindh to expedite payment processing and address compliance matters.
- To ensure timely completion of the assigned reporting for donors and other stakeholders and monitoring tasks that are in accordance with the outlined policies and procedures.
- The incumbent shall be responsible to resolve any financial issue going on with the stakeholders. He is required to study the entire case without taking any decision.
- Supervising Finance Team to ensure efficient operation of the Finance department.
- Formulation, review and implementation of policies, systems and procedures to enhance and ensure efficient management of finances.
- Reviewing requisitions and payments before approval by the director.
- Reviewing data captured in Quick Book. This will involve checking accuracy of Trial Balance, statement of financial position, and statement of income.
- Liaising with auditors to ensure that audits are conducted in a timely manner.
- Liaising with banks and Government departments of expedite the payments processing.
- Ensuring that recommendations made by the auditors are implemented.
- Positively contribute to organizational culture and participate fully in staff processes.

- Verification of staff Payroll process and remittance of statutory returns (Withholding Tax and Service Tax) and ensure compliance with statutory regulations.
- Proper execution of requisitions, expenditure and accountability of organizational resources.
- Reconciliation of bank statement on a monthly basis with appropriate approval.
- The procurement process and ensure compliance to prudent financial principles and value for money.
- Any other responsibilities which may be related to prudent resource management, statutory compliance or assigned by the Director commensurate with the role of a senior staff at Raising Voices.
- Any other tasks assigned by Finance Manager or Chairman.

**EEO STATEMENT:**

Integrated into our shared values is CWP's commitment to diversity and equal employment opportunity. All qualified applicants will receive consideration for employment regardless of sex, age, race, color, creed, religion, disability, sexual orientation, gender identity, or any other characteristics or conduct protected by law. CWP's is committed to being an inclusive organization where all people are treated fairly, recognized for their individuality, promoted based on performance and encourage to strive to reach their full potential. We believe in understanding and respecting differences among all people. Every individual at CWP's has an ongoing responsibility to respect and support a diverse environment.

**Requirements:**

- At least a Bachelor with CA/ACCA Finalist or Master's degree in Finance, ICMA, ACCA.
- Candidates must possess a minimum 4-5 years of experience in related fields; especially financial reporting.
- NGOs experience will be preferred.
- Required advanced level of English, reading, writing for drafting of various reports.
- Exceptional MS Excel and presentation skills.
- Ability to work with people at all levels of an organization.
- Creative, energetic, ability to work independently with minimal supervision.
- Ability to work well in a team.
- Demonstrated flexibility, motivation, and maturity.
- Ability to work in a fast-paced environment

**Protection Against Sexual Exploitation and Abuse:**

CWP is committed to the prevention and protection from all forms of sexual exploitation and abuse (SEA). CWP explicitly prohibits its staff, associates, partners, consultants, or any other representatives associated with the delivery of its work from:

- Engaging in any form of sexual exploitation or abuse;
- Sexual activity with children (persons below the age of (18) irrespective of a mistaken belief of the age of the child which shall not amount to a defense);
- Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance;
- Sexual relationships between CWP staff and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of CWP and are strongly discouraged.

## **APPLICATION PROCESS**

- Interested candidates may send their updated CV at [hr@cwpc.org.pk](mailto:hr@cwpc.org.pk) latest by **21st November, 2025**
- Post applied along with the city must mentioned in the subject line. Late and incomplete applications will not be entertained.
- For more information, please visit our website [www.cwpc.org.pk](http://www.cwpc.org.pk), or email us at [hr@cwpc.org.pk](mailto:hr@cwpc.org.pk)
- Only short-listed candidates will be called for interview
- No TA/DA shall be admissible for appearing in the test/interview
- The organization reserves the right to withdraw/cancel/delay the vacancies or reject any application at any stage without assigning any reasons.
- Women and minorities are highly encouraged to apply. This office has zero-tolerance policy for gender discrimination and strong anti-sexual harassment policy at the workplace
- Only Shortlisted candidates will be called for test & interview.