

## Job Announcement

**Position:** Director, Finance

**Start date:** As soon as possible

**Minimum Commitment:** Two years

**Location:** 29-P, Gulberg II, Lahore

**Qualifications:** Minimum 7 years financial management experience and degree in Accountancy with CPA, ACCA, CA , ACMA or equivalent

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### I. About CERP

The [Centre for Economic Research in Pakistan \(CERP\)](#) is a leading independent non-partisan policy institution focused on improving decision-making in Pakistan through rigorous quantitative research, engaging policy counterparts with real policy challenges, and designing and advising on high impact reforms based on data. At CERP we also deploy cutting-edge pedagogy tailored for Pakistan and provide data insights to the private sector on product and process design. Our mission is to improve decision-making in Pakistan through evidence-based research, executive education, analytics and data advisory services.

### II. Position description

In this role, you will be directly reporting to CERP's President and CEO, Mr. Maroof Ali Syed, as well as the Finance Committee of the Board of Directors. Primary responsibilities include, but are not limited to:

- a. Providing strategic recommendations to the CEO/president and members of the senior management team
  - i.* Develop and execute plans for **strategic growth**
  - ii.* Develop and implement a **campaign for long-term finances**
  - iii.* **Support fundraising** efforts by providing financial information and audited results
  - iv.* Advising on long-term **business and financial planning**
  - v.* Manage the **capital request** and budgeting processes
  - vi.* Develop performance measures and monitoring systems that support the company's strategic direction

- b. **Maximize the return on financial assets** by establishing and enforcing **strategic** financial policies, procedures, controls and financial reporting functions.
- i. Perform **risk management** by analyzing the organization's liabilities and investments
  - ii. Maintaining adequate system of **internal controls** to safeguard assets of the CERP
  - iii.** Developing a clear written **financial management policy**,
  - iv.** Drive the company's **financial planning**
  - v. Identifying and recommending **cost savings initiatives** for individual projects and the organisation at large
  - vi.** Control and evaluate the organisation's **fundraising plans and capital structure**
- c. **Fiscal Reporting:** Overseeing the management and coordination of all fiscal reporting activities for CERP including organisational bookkeeping, revenue/expense and balance sheet reports, reports to funding agencies/donors, monitoring of organisational and contract/grant budgets
- i. Preparing **accurate and timely financial reports** for the CEO, Board of Directors, management and financial reports for the CEO.
  - ii. On-time delivery of financial reports for grants and subcontracts to **donors**, as required (including the management of donor audit processes)
  - iii. Overseeing **cost and general accounting**, accounts receivable / collection and payroll and risk management for CERP.
  - iv. Preparing the **CERP annual budget**, while also assisting the CERP management team in drafting of **proposals budgets**, and determining cost effectiveness of prospective service delivery
  - v. Working with CERP's Project Coordinators to develop **cash flow forecasts** for projects (and budget revisions, as required)
- d. Oversight and Compliance
- i. Ensuring **legal and regulatory compliance** for all accounting and financial reporting including but not limited to FBR, PRA, SECP and any other regulatory body.
  - ii. **Managing grants** in accordance with donor rules and regulations
  - iii. Ensuring that enough **liquidity** is available for running the organization and research projects while also developing **investment strategies** considering both cash and liquidity risks
  - iv. Reviewing **invoices** and providing account codes, when appropriate, for proper project accounting

- e. Managing quarterly ***Finance Committee meetings*** on a quarterly basis:
  - i. Being the lead staff member to present the current and forecast of financial condition of the company by collecting, interpreting and reporting key financial data.
  - ii. Presenting specific deliverables for the Finance Committee, such as expense allocation methods
  - iii. Enhancing/improving the financial results dashboard
- f. **Providing leadership, direction and management of the finance and accounting team:** Hire, train, develop and appraise staff effectively.
- g. **Stakeholder management**
  - i. Establishing strong working relationships with senior management
  - ii. Representing the company with external partners including donors, bankers, and grant offices globally
  - iii. Maintaining banking and vendor relationships

This is NOT an exhaustive list of tasks that you will be performing as the Director, Finance. You may be assigned additional tasks as deemed necessary by the CEO or the CERP Board.

Please note that this is a demanding but exciting role, given the scope and possibilities for professional growth. CERP's teams are small, and the amount of work we accomplish is significant. The position is challenging but rewarding – only apply if you are the type of person who takes charge and responsibility, can do good work with little supervision, and are not afraid to learn new things in order to get the job done.

### III. Qualification and Skills

- Degree in Accounting with professional accounting credential (CPA/ACCA/CA/ACMA or equivalent)
- Minimum seven (7) years financial management experience, with extensive experience in best-practice financial management
- Familiarity and experience with international donor regulations preferred
- Financial analysis-long/med/short term financial planning
- Proficient in MS Office, database management, QuickBooks, and with a keen understanding of the role of IT in financial management
- Fluency in English required, Urdu - preferred.

#### IV. How to apply

**Please follow the instructions below. Any applications or CVs submitted outside this process will not be considered. Only successful candidates will be contacted**

Interested candidates should:

1. Send a cover letter, CV, and proof of professional certification to [careers@cerp.org.pk](mailto:careers@cerp.org.pk) and [finance@cerp.org.pk](mailto:finance@cerp.org.pk). The subject of the email should be **“Finance Director”**
2. Fill out this [online form](#)