



## ACID SURVIVORS FOUNDATION

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### TERMS OF REFERENCE FAD (Finance and Administration) Manager

Under direct authority of : Executive Director, ASF Pakistan  
Reporting to : Executive Director, ASF Pakistan

Localisation: ASF office located in Islamabad, Pakistan, with possible travels to the cities of intervention (Multan, Muzaffargarh, Lodhran and Bahawalpur, and/or any other area in Pakistan as per project requirements)

### 1. ORGANISATIONAL CONTEXT

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**Acid Survivors Foundation** is a Pakistani non-profit organization whose mission is to eradicate acid violence and promote human rights through peaceful democratic processes. Consequently, Acid Survivors Foundation follows a holistic approach and aims at 4 achievements:

- Establishment of a relevant legal framework
- Develop systems, capacities and infrastructures to provide relevant rehabilitation services so that survivors end up as proactive, autonomous citizens.
- Raise awareness and educate communities, stakeholders, law enforcement agencies, media, youth, NGOs and INGOs about acid violence and human rights in general with particular emphasis on the need to fight against domestic and gender based violence.
- Ensure that the survivors and their family access justice, social support and relevant medical care.

### 2. ROLE SUMMARY

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The FAD Manager (Finance and Administration) will be responsible for project implementation, reporting, managing the organizations HR, finance & administration, helping and creating organizational and program budgets & proposals in collaboration with the ED and project managers, and ensuring compliance with Pak laws.

Reporting to the ED and serving as a member of the Core Management Team along with the ED, Director Program and Capacity Building, this position's primary responsibility is ensuring organizational effectiveness by providing leadership for the organization's general functions. The position also contributes to the development and implementation of organizational strategies, policies and practices.

### 3. ROLE DETAILS

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#### **Project Implementation:**

- Lead the planning and implementation of projects in collaboration with the ED
- Define project tasks and resource requirements
- Develop full scale project work plans, plan and schedule project timelines
- Assemble and coordinate activities with the project staff
- Manage project budget
- Manage project resource allocation
- Track project deliverables using appropriate tools

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- Provide direction and support to project team
- Constantly monitor and report on progress to the ED and other stakeholders whenever needed
- Present reports defining project progress, problems and solutions
- Implement and manage project changes and interventions to achieve project outputs

### Financial Management

- Direct annual budgeting and planning process for the organization's annual budget with the ED
- Oversee monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial and operational goals
- Oversee short and long-term financial and managerial reporting.
- Managing grant contracts, ensuring compliance with all clauses
- Supervision of finance department, reconciling monthly accounts, banks and cash
- Ensuring financial reports for donors and other stakeholders
- Prepare annual audit and be the main interlocutor for statutory and project auditors

### Organizational Effectiveness

- Manage support functions
- Increase the effectiveness and efficiency of Support Services through improvements to each function (HR, IT, Administration) as well as coordination and communication between different functions
- Drive initiatives in the management team that contribute to long-term operational excellence
- Providing advice on matters related to fundraising, tax and insurance, structure and growth

### Organizational Leadership

- Contribute to short and long-term organizational planning and strategy as a member of the management team

## 4. QUALIFICATIONS AND SKILLS

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- **Qualifications:** University degree in Management or equivalent discipline with background in project & grant management, Finances, Taxation, Human resources
- **Experience:** 6 years in a known organisation preferably in the field of development/NGOs
- **Skills:**
  - Good written and oral communication abilities are essential
  - Good listening skills, ability to deal with stressful and challenging situations, very autonomous and able to conduct positive criticism and self-evaluation, result oriented, proactive and reactive person, able to adjust quickly to cross cultural work environment and personalities
  - Good command over English and Urdu is essential (written and oral)
  - Delegate responsibilities effectively
  - High comfort level working in a diverse environment
  - Excellent people manager, open to direction and collaborative work style and commitment to get the job done