## TERMS OF REFERENCE

**Team Assistant - Provincial**

**Duty station:** Peshawar / Polio Provincial Office

**Purpose of the post:** To provide the assistance in all the matters directly relating to finance, with a particular focus on those pertaining to DDM finance, while ensuring that they are processed adequately and are in compliance with the established policies of the Organization and Standard Operating Procedures (SOPs), where applicable.

**Organizational context:** Under the direct supervision of the provincial Team Lead Finance and the overall supervision of the Provincial Team Lead, the incumbent will undertake the following duties:

1. Support the provincial finance and DDM team in recording, compilation and maintain a follow up system for eDDM transactions of monthly cadres.
2. Maintain and update the financial documentations and archiving of all the DDM cards (hard copies)
3. Support the Finance Assistant for preparation of allowances, advances, review of travel claims, update respective tracking sheets and other financial matters.
4. Provide administrative support to the Finance Team in all in-house and external organized DDM trainings.
5. Maintain a follow up through weekly tracking sheet of SOAs of all SIAs
6. To perform other related duties as requested by the supervisor(s).

**Competencies**

1. Fostering integration and teamwork
2. Respecting and promoting individual and cultural differences
3. Communicating in a credible and effective way
4. Producing results
5. Knowing and managing oneself
6. Acts proactively and stimulates action as needed; handles problems effectively and constructively.
7. Demonstrates engagement and ensures own skills and knowledge are continuously updated.
8. Works collaboratively with team members and counterparts to achieve results; encourages cooperation and builds a rapport; helps others when asked; accepts joint responsibility for the teams’ successes and shortcomings.
9. Demonstrates a positive attitude in working on new projects and initiatives.

**Professional experience and skills**

* Ability to work and deliver quality results in pressing situations and conflicting priorities.
* Ability to provide guidance to other colleagues.
* Stress and time management skills with a good sense of urgency.
* Strong organizational skills, flexibility, and capability of working under pressure.
* Essential: Minimum 3 years of experience in operational finances/DDM.

**Education:**

* Completion of secondary school education (A Levels) or equivalent is essential.
* Completion of Post-secondary education at Diploma or Degree level in Business Administration/Commerce or Finance is desirable.