

## Job Description, Chief Financial Officer

<b>JOB DESCRIPTION</b>			
<b>Chief Financial Officer</b>			
<b>Designation</b>	Chief Financial Officer	<b>Reports to</b>	Chief Executive Officer
<b>Location</b>	Islamabad	<b>Grade</b>	
<b>A. JOB SUMMARY</b>			
<p>The primary responsibility of the CFO is to prepare and implement financial strategy, policies and procedures and financial controls framework in order to ensure the achievement of institution wise financial objectives, controls and financial stability. The person will ensure internal controls are effectively in place and functional. He/she will also ensure compliance with applicable rules and regulation.</p> <p>The incumbent will be leading Finance functions including Accounting and General Ledger, Financial/Management/Regulatory reporting, Forecast and Budgeting, Accounts Payable and Receivable, Annual/periodic audits facilitations, Taxation, Finance systems, Grants/Funds management and Treasury.</p> <p>This job reports to the CEO and the incumbent shall function in accordance with the applicable policies and regulations.</p>			
<b>B. KEY RESPONSIBILITIES</b>			
<ol style="list-style-type: none"> <li>1. As member of senior management, CFO shall assist the CEO and the Board of Governors(BoG) in:               <ol style="list-style-type: none"> <li>(a) providing strategic direction to the institution through strategy formulation, decision making, forecast/budgeting and its implementation/monitoring</li> <li>(b) establishing and implementing internal controls and ensuring efficient and effective financial operations as per industry benchmarks.</li> </ol> </li> <li>2. Ensure that Financial and Accounting policies &amp; procedures are in accordance with statutory regulations and global standards and complying with risk management and internal controls.</li> <li>3. Take charge of Finance, Accounts and Taxation matters. Ensure that all accounting records are properly and timely maintained, reporting cycles and other associated engagements are successfully performed in an effective and timely manner in accordance with the regulatory and organizational requirements.</li> <li>4. Approve:               <ol style="list-style-type: none"> <li>a. Periodic Financial Statements and monthly internal reports.</li> <li>b. Financial Accounting System including Chart of Accounts and Account Codes.</li> <li>c. All payments exceeding set materiality.</li> <li>d. Payroll summary.</li> </ol> </li> <li>5. Finalize annual financial statements/ periodic financial statements (where required), get them audited from External Auditors and place them before Board of Governors for consideration and approval.</li> <li>6. Prepare financial projections and budgets in line with business plan and get these approved from senior management and the Board of Governors.</li> <li>7. Ensure implementation of proper accounting system for bookkeeping, operational support/MIS as per best industry practices.</li> <li>8. Ensuring maintaining effective relationship and co-ordination with key stakeholders including related entities, government bodies, etc. .</li> <li>9. Ensure independence of Board from the financial operating matters.</li> <li>10. Monitor the overall funding status, disbursements, repayment and related reportings.</li> <li>11. Co-ordinate with stakeholders for arrangement and management of funds (including Grants).</li> <li>12. Assist in training &amp; resource development initiatives focusing on knowledge, skills and attitudes for building capacities to deliver on present positions and build long term capability to shoulder additional responsibilities.</li> <li>13. Assist in implementing performance Management system to recognize and reward good performance and promote a culture of accountability and merit.</li> <li>14. Creating business value through technology, ensuring the tech systems and procedures lead to outcomes in line with institution goals. Ensuring availability of timely and reliable information in the organization through technology/digital platforms.</li> </ol>			

15. Develop and administer the following activities for the National Healthcare Center:
  - Financial reports both internal and external
  - Financial policies, procedures and systems
  - Reimbursement strategies, reports and appeals
  - Budgeting systems for both operating and capital budgets
  - Tax returns and tax planning
  - Financial analysis of new programs, acquisitions and business development.
  - Patient financial services, including receivables management and patient admissions processes
  - Disbursements (payroll and accounts payable) processing
16. Ensure compliance with covenants incorporated in financing documents with banks / Govt.
17. Negotiate contracts and agreements with third parties for commercial aspects of the running of health care center and branches.
18. Plan, assign and review work of staff to ensure that group objectives are met. Hire, train, develop and manage FINANCE DEPT staff to ensure that a qualified staff exists to meet health care center objectives.
19. Work with the wider senior management team to interact with all stakeholders, multilaterals and other global and local entities to enhance the institution profile, build alliances and source grant funding.
20. Perform any other task assigned by the CEO/Board.
21. Act as Secretary to Finance & Audit Committee.
22. Maintaining NIH Fund.
23. Assist each Institute and Centre for Budget/ Expenditure/Revenue.
24. Represent NIH at PAC/DAC/DDWP etc.
25. Take case of PSDP budget and project.

**C. JOB SPECIFICATIONS**

<b>Education</b>	Chartered Accountant (ICAP) (ideally trained in Big4 Accounting Firm) or Cost and management accountant (ICMAP) or member of a recognized foreign accountancy organization or 18 year degree (Masters) in Finance or equivalent.	<b>Experience</b>	12 years plus total experience, with min 5 years at senior level in a reputable institution/ organization.  Proficient in the use of MS Office and financial management software (e.g. ORACLE, SAP).
<b>Functional Competencies</b>	<ul style="list-style-type: none"> <li>▪ Leadership and coaching skills.</li> <li>▪ Strategic management skills.</li> <li>▪ Decision making and problem-solving skills.</li> <li>▪ Negotiation skills.</li> <li>▪ Presentation, analytical and writing skills.</li> <li>▪ Experience/exposure of health sector would be considered a major advantage.</li> </ul>		
<b>Core Competencies</b>	<ul style="list-style-type: none"> <li>▪ Teamwork</li> <li>▪ Decision Making and Problem Solving</li> <li>▪ Initiative and Change Driven</li> <li>▪ Planning &amp; Organizing</li> <li>▪ Effective Communication</li> </ul>		