



## **SNOW LEOPARD FOUNDATION – PAKISTAN**

Snow Leopard Foundation - Pakistan is a registered non-profit organization based in Islamabad whose mission is to save the endangered snow leopard and its mountain ecosystem. SLF-P conducts important research, education and community conservation programs in all key snow leopard habitats across Pakistan. Our growing team needs suitable persons for following positions:

### **1. Position Title: Manager Finance and Accounts**

#### **Job Description:**

The Finance and Accounts Manager will be responsible for the financial planning, budgeting, monitoring, financial reporting and managing corporate affairs.

- Manage, supervise and coach accounts team
- Streamline accounting and financial systems, procedures and processes
- Advise management on financial matters
- Ensure financial compliance with donor requirements
- Ensure cost control and track expenditures
- Supervise and maintain account records, ledger, voucher and receipts
- Analyze, verify, reconcile financial data and suggest corrections in the financial System
- Prepare and submit management reports regarding SLF's financial matters as required by management.
- Prepare and analyze the financial health of any SLF project as and when required by management.
- Prepare forecast budgeted financial reports of SLF based on actual & previous years financial reports
- Manage and file tax returns and SECP statements

**Experience:** 10years including 5 years' experience in NGO sector

#### **Skills/Qualification Required:**

ACA, ACMA, ACCA or equivalent to Master Degree in Finance and Accounts. Strong communication skills and experience in computer-based financial system is required



## 2. Position Title: **Project Coordinator**

### **Job Description:**

- Develop tracking of all SLF projects, and facilitate its implementations through reminding due dates to the concerned staff
- Assist in periodic and closure reports of projects
- Develop mid-year annual reports in cooperation with project staff
- Assist in development of proposals
- Assist in development of newsletter and project updates
- Implement the project “Management Planning and Community Engagement in Pamir-Karakoram Landscape in coordination with other staff.
- Any other task assigned by the management

### **Skills/Qualification Required:**

Master Degree in Natural Sciences. Candidate should have superior organizational skills, self-motivated, oriented, and energetic. Excellent communication skills should be required, and the ability to prioritize and handle multiple queries at a time, are essential.

**Experience:** 3 Years

## 3. Position Title: **Development Manager**

### **Job Description:**

- Support developing and implementing the organization's long-term development plan
- Plan and coordinate fund-raising activities for the conservation work.
- Maintain relationships with existing donors and create relationships with new ones.
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### **Skills/Qualification Required:**

Master degree is required, along with minimum 5 years of professional non-profit work experience. Candidates are expected to have knowledge of wildlife conservation work in Pakistan. Excellent writing skills, time management, and teamwork

**Experience:** 5 Years

Close date: **July 25, 2016**

To apply, please email a cover letter and resume to [mail@slf.org.pk](mailto:mail@slf.org.pk) or post at Snow Leopard Foundation Street# 54, House# 71-C, Sector E-11/3, ISB