Associate Financial Management Officer

ADB

Join Our Mission to Foster Prosperity in Asia

Are you ready to make a difference in the future of Asia and be a catalyst for positive change? We are thrilled to offer a unique opportunity to become an important part of the prestigious Asian Development Bank (ADB). At ADB, our mission is simple yet powerful: to alleviate poverty and promote sustainable development in the Asia-Pacific region.

Organizational Setting and Reporting Relationship

The position of Associate Financial Management Officer is assigned to the Financial Management Division (PFFM) within the Procurement, Portfolio and Financial Management Department (PPFD). You will be based at our Pakistan Resident Mission (PRM) office in Islamabad, Pakistan.

You will report to a designated international staff and matrixed to the Country Director, PRM.

Your Role

As an Associate Financial Management Officer, you will provide operational services including conducting financial due diligence of projects during processing and management during implementation. Additionally, you will support country Financial Management (FM) assessments and FM systems strengthening projects. Furthermore, you will coordinate the delivery of knowledge sharing and capacity building support. Though the position is based in Pakistan, you can be assigned to work on tasks in other developing member countries of ADB.

You will:

Operational services

- Conduct and support annual project financial statement (APFS) and audited entity financial statement (AEFS) reviews for assigned projects, monitor compliance, quality issues, follow-up actions, and financial covenant compliance; and provide FM support to project teams and executing agencies/implementing agencies (EAs/IAs).
- Support financial due diligence for project processing, including financial management assessments, cost estimates and financing plans, financial and sustainability analyses, risk mitigation measures and covenants, and financial reporting and audit arrangements.
- Support project implementation through FM-related missions, monitoring of FM action plans, coordination with project teams and EAs/IAs, and maintenance of project data in ADB systems.

Country FM Systems

- Contribute to country and regional strategy work and monitor country FM system developments affecting project implementation and performance.

Knowledge management

- Participate in financial management training, conferences, and knowledge-building activities, and design and implement financial management capacity-building programs and technical assistance for clients.
- Assist in preparing and delivering financial management training for EAs/IAs on ADB requirements and contribute to capacity-building activities related to project financial management and auditing.

Other tasks

- Perform other tasks as reflected in your workplan.

Qualifications

You will need:

- Bachelor's degree in accounting or finance preferably with advanced training.
- Professional qualification in accounting from an internationally recognized institution affiliated with IFAC is required.
- At least 5 years work experience in a private or public sector financial management.
- Experience with international financial institutions for sovereign and non-sovereign transactions is advantageous.
- Advanced and broad FM knowledge, including International Financial Reporting Standards and International Standards on Auditing (IFRS and ISA), internal controls (COSO), auditing and assessment of auditors' competence, investment project appraisal, and advising on the design and implementation of FM systems, including financial and management reporting.
- Excel in a minimally supervised work environment to accomplish assigned transactions and areas of analysis.
- Proficiency in expressing ideas in both spoken and written formats in English.
- Demonstrated experience evaluating complex situations and identifying solutions.
- Demonstrated experience liaising and working with teams including government officials.
- Demonstrated capacity to guide administrative staff to facilitate work planning, delivery and quality review.
- Proficient in Word, Excel, PowerPoint and familiarity with database management tools.
- Please refer to the link for ADB Competency Framework for TL4.

Benefits

ADB offers a rewarding salary and a comprehensive benefits package. The salary will be based on ADB's standards and comparator markets, taking into account your qualifications and experience.

- Retirement plan
- Relocation (if applicable)
- Medical and health benefits
- Paid leave (including parental)
- Life and other insurance plans
- Staff development

Additional Information

This appointment is open to internal and external applicants.

This opening is a local staff position. It is open only to nationals and permanent residents of Pakistan.

This is a fixed term appointment with option to renew, initially for a period of up to 3 years, or up to the Normal Retirement Date (NRD), whichever comes earlier, for the purpose(s) and conditions determined by ADB, in accordance with Administrative Order No. 2.01 (Recruitment and Appointment). After the initial fixed-term period, ADB may choose to renew the appointment for up to an additional 3 years or not renewed. This decision will be made in the overall interest of ADB, based on factors including but not limited to the requirement of Staff's particular blend of skills and experience for the medium-term work program of the organizational unit, sufficient funding to cover the renewed period, and Staff's performance and suitability for employment. There is no limit to the number of renewals up to NRD. However, this appointment is not convertible to a regular appointment.

About Us

ADB is a leading multilateral development bank supporting inclusive, resilient, and sustainable growth across Asia and the Pacific. Working with its members and partners to solve complex challenges together, ADB harnesses innovative financial tools and strategic partnerships to transform lives, build quality infrastructure, and safeguard our planet. Founded in 1966, ADB is headquartered in Manila and owned by 69 members—50 from the region.

ADB only hires nationals of its 69 members.

To view ADB Organizational Chart, please click here.

ADB seeks to ensure that everyone is treated with respect and given equal opportunities to work in an inclusive environment. ADB encourages all qualified candidates to apply regardless of their racial, ethnic, religious and cultural background, gender, sexual orientation or disabilities. Women are highly encouraged to apply.

Visit ADB Careers FAQ for more information.

To apply: https://www.adb.org/careers/260719