

APPENDIX-A TO NFP FORM 1

THE COMPANIES ACT, 2017

**ASSOCIATIONS WITH CHARITABLE AND NOT FOR PROFIT OBJECTS
REGULATIONS, 2018
[Regulations 4, 8 and 10]**

Information to be provided by promoters, proposed directors/directors, proposed chief executive officer/ chief executive officer of the company

1 Profile

1.1. Name in Full including former name:	Mubashir Mumtaz Abbasi
1.2. Father's/Husband's Name:	Mumtaz Ahmed Abbasi
1.3. Nationality:	Pakistan
1.4. NIC/Passport No:	3740477855035
1.5. Old NIC:	21170166018
1.6. Date of Birth:	March 09, 1970
1.7. Contact details:	
1.7.1 Residetal Address:	H No 117, St 09, G 15/4 Khyaban e Kashmir Isd
1.7.2 Businees Address:	2nd floor IRM complex near compsat unv Isd
1.7.3 Telephone Number:	
1.7.4 Mobile Number:	00923018569436
1.7.5 Fax Number:	00922114217
1.7.6 Email Address:	Mubashir_abbasi@hotmail.com
1.8 Academic and Professional Qualifications:	FCMA, CIMA qualified UK
1.9 Status:	Promoter <input type="checkbox"/> <input type="checkbox"/>
	Director <input checked="" type="checkbox"/> Chief Executive Officer <input type="checkbox"/>

2 Experience Detail:

2.1 Current Position (describing office held presently with the name of the company/association/ Institution/ business entity, etc., and work responsibilities related to such office held indicating length of period of such experience with reference dates):

- I)** Currently working as senior international finance manager from October 1, 2017 till date and main job responsibilities include the below:

- a) Working as senior international finance manager and responsible for international finance at IRW and globally for all countries. Globally have 30 countries and break up with four regions. Each region with regional finance team and regional finance managers reporting to this position.
- b) Working closely with other stakeholders, within IPD, communication, treasury, governance, and donor agencies.
- c) Analyse Countries financial data to ensure that regional and global consolidated financial statements are true and fair reflection of the current financial position of assigned countries. Take responsibility for developing and improving the operation of and work ethic of finance functions.
- d) Advice and work together with country offices management teams to achieve strategic finance objectives.
- e) Established a system of reviews, analysis and finalization of external and internal reporting including donor reports. Based on analysis recommend countries to ensure financial compliance are met.
- f) Established a system of update in policies and processes and make arrangements for conducting training workshops to have common financial standard along with development of AX reports.
- g) Key point of contact for all IRW and international and regional offices on all financial matters related to the country operations and international office policies.

1. Financial Management

- a) Lead Regional Finance Team and provide technical guidance where required. Advise country management team to adhere to statutory regulations in the region and assigned country offices.
- b) Established a system of Analysing country financial management performances on monthly bases, and identify the gaps and provide technical support and recommendation to higher management.
- c) Provide monthly global Dashboard report highlighting key focus areas including project BVAs, participating Operational and financial review meetings with senior management and advise for action points for the different stakeholders
- d) Regular visits to the country offices to provide support and guidance and build effective working relationships.
- e) Review and finalizes proposals and grant agreements/contracts in line with IRW standard requirements and advise if issues to be dealt before submission of proposal to donor. Established a standard system of review (and in some cases approve) financial report prior to submission to the donors to ensure they are a true and fair reflection of the financial position of the grant.
- f) Established a system to ensure for provision of with complete, accurate and timely financial reports, including institutional donor reports where required for all projects implemented in the regional countries, in the required formats.
- g) Get Reviewed and consolidated monthly financial reports at regional level and make sure they are accurate and reconciled with the assigned field offices ledgers and IRW record.
- h) Ensuring the assigned field offices prepare financial reports as per standard, finalize at regional and global level and present to higher management.
- i) Ensure Cross charging mechanism in place and review and make analysis of monthly recovery and highlight the gaps to management, guide in the preparation and update of global financial guidelines at IRW level and desk top procedures at field office level.

- j) Support field offices to deliver external project audits, statutory audit, management letter and also taking measures to overcome the issues addressed in the audit by reviewing the external audit reports for assigned countries.
- k) Analysis of funds management, funds flow, burning ration, Project support recovery and make recommendations to management regarding control environment required to address any gaps.
- l) Working with other stakeholders, segregate roles and responsibilities of finance function along with other stakeholders and communicate clear understanding.
- m) Support in the development of reporting formats and guidelines, budgeting formats and guidelines, financial systems within countries, AX monitoring reports and reconciliation system established. etc.
- n) Provide routine and ad-hoc reporting to the management in a form that accurately and clearly articulates the key points and provides analysis & insight.
- o) Establish a system of funds management, transfers, follow up with donors for transfer of funds.
- p) Established a system of strategic financial management for office sustanaibility, forcasted budgets abd sypport needed for countries.

2. Compliance

- a) Established a system where by assigned country offices comply with the donor financial requirements and local country laws and provision technical support to the assigned countries and set up standards to make sure they comply with IRW financial guidelines
- b) Established a system to provide feedback to the country director and monitor finance manager's performance on quaterly basis and make recommendations. Advise country director on finance manager performance and provide feedback on monthly bi annaly and annual appraisal of finance manager.
- c) Ensuring finance office in each assigned country is using the standard formats, standard chart of account, and operate on same standards across the board
- d) Guide in the external audit preparation and finalisation to the country management team, identification of financial risks through general interactions with operation in the assigned countries.
- e) Assist with IRW Internal Audit Department on their field visit and any investigations made

3. Capacity Building

- a) Arrange trainings and couching for the finance managers and staff in the assigned countries to make sure they maintain same standard across the board
- b) Identify the needs and support development of staff and partners to increase their competence in preparation of financial reports, donor financial reports in line with donor reporting requirements.
- c) Support finance managers in ensuring for the achievement of Minimum Acceptable Criteria for financial standards.
- d) Conduct field office financial management assessment and provide technical support to the country management team for development of plans to address the gaps.

- e) Participate in the recruitment process & selection of finance staff in assigned countries
- f) Ensure new staff induction is carried out as per required standard
 - (i) Meet the country management team during field visit and make sure that financial reports are being discussed on regular basis with different stakeholders, and get ensured from finance manager that reports are understood by all stakeholders. _____

2.2 Previous experience related to main objects of the company/proposed company

- II) (i) _ Worked as Regional Finance Manager Asia from January 2014 to September 30 2017. The main job responsibilities include the below:

1.

- a) Take a lead for AX deployment and capacity building for local staff, monthly monitor microsoft AX system and produce AX monitoring report for regular monitoring. This also require to update the system as per changing need of the organization.
- b) Get Prepared monthly consolidation and analysis of financial figures of countries and highlight concerns, issues and recommendations to respective country management and international program division and other stakeholders for taking appropriate actions.
- c) Developed finance manager standard workplans and shared along with their objectives with improvement guidelines. Provide guidelines to finance managers for improvements with documented performance improvement plan.
- d) Review the policies and guidelines and make arrangements for updation as per changing need of the sector along with other stakeholders.
- e) To visit country offices and provide support in building capacity of finance and non finance staff in budgeting, reporting, financial management, internal controls, anti corruption, anti money laundering policies and harmonization of interdepartmental steward ship. All Staff must have a development plan for their personal growth.
- f) Get Prepared monthly regional consolidation and then review based on monthly funds reports of assigned countries after ensuring its reconciliation with audited accounts and financial statements.
- g) To review and get reviewed donor reports as per financial standards and stakeholder complinace requirements.
- h) To review the risk register of the assigned countries and review the risk management by country management and action plan along with other stakeholders.
- i) To get reviewed and make analysis of budgets of the assigned 10 countries in Asia regions and review BvA on monthly basis. Review budgets of core staffing and monitor on monthly basis and recommend appropriate actions to management as and when required.
- j) To Assist and guide finance managers of assigned countries on their cash flow requirements for ongoing projects on monthly basis. Monitor reserves of each country and report with the monthly funds report to IRW
- k) To communicate and coordinate with field offices and IRW for provision of any other required data and information/reports as and when required.
- l) Annual Audited Reports for each Country Office to statutory bodies to be submitted within 6 months of year end for all offices. Audit report should be reviewed and action plan agree with the each field office.
- m) Support in Ensuring compliance in countries for internal controls, donor guidelines and local government requirements.
- n) To review and get reviewed project audit reports, coordinate with different stakeholders and finalize as per requirements.
- o) To participate in Operational and financial review meetings and provided analysis of countries.

- p) To conduct regional meetings for standardization of policies, processes and capacity building of staff for creating consensus and harmonization among different stakeholders.
- q) Involved in staff recruitment, staff capacity building, staff appraisals etc.
- r) To participate in strategy meetings and present financial requirements, future plans, funding requirements, etc.,
- s) Other Tasks
 - i. Have leading role in development and updation of policies, formats, strategy, Emergency guidelines etc
 - ii. Review and Monitoring of AX processes and update the formats as per stakeholders' requirements in consultation with AX team.
 - iii. Key role about the finalization requirements of funds reports, donor reports, budget vs actuals to be developed in AX and work closely with AX team.
 - iv. Reviewed risk register and identify the improvement areas along with action plan to address the achievement of improvement plans.
 - v. Lead and participated system development.
 - vi. Participation in OFR meetings and make recommendations for change of formats and required information in order to take timely decision towards right direction.

Participated in MDP training of Asia and shared cross learning among different stakeholders.

III) ii) worked with Islamic Relief Worldwide as Senior Field Accountant from April 2010 till upto December 2013.

Job Responsibilities

- a) To Lead with regards to compliance, financial management and internal controls through working with field/Country office Finance managers and staff to strengthen field/Country office management.
- b) To build the capacity of field/country office financial management and support field offices in financial management. Build strong coordination with different stakeholders.
- c) Key member for the development of standard chart of accounts. Revised and got developed user friendly budget and reporting formats which provide more accuracy with less efforts.
- d) To make sure assigned country offices make compliance with the local laws, IRW and donor financial requirements. Ensured to provide technical support to the assigned countries and set up standards to make sure they comply with IRW financial guidelines
- e) To Participate in financial systems AX global implementation in different field offices. Key lead for AX implementation in Pakistan. Provided support to IR Kenya in month end close. Contributed base for the development of MAC for the AX implementation.
- f) To Ensure risk mitigation and compliance; troubleshooting and fixing issues at field offices experiencing problems.
- g) Review of Quarterly and monthly reports of the assigned countries. Provided review to country offices with need for improvement and solutions. Created fund note balances of the assigned countries. Developed reconciliation format for funds note.
- h) Reviewed donor reports of the assigned countries and ensured that these are as per standard format and within compliance of budgets and donor guidelines.
- i) To Design training plans and courses for finance and non-finance staff, in conjunction with the Country Finance Manager, in order to develop better understanding of financial requirements and

updates among budget-holders. Ensure that the Country Finance Manager is providing this training to non-finance managers and follow up, where necessary.

I have already conducted field visit to different countries including Indonesia, Afghanistan, China, Kosovo, Niger, Ethiopia, , Kenya and Sri Lanka. I have also conducted different visit to UK initially for training and then for the different job assignments.

IV) Worked in Islamic Relief in Pakistan as Finance Head with effect from Dec 01, 2005 to April , 2010. This was Management Position and reporting to Country Director. Main Job Description and Responsibilities include:

- a) Supervision of Finance Department
- b) Funds Management, Financial and internal controls
- c) Implementation of policies and procedures
- d) Annual External Audit
- e) Appraisals of Finance Staff
- f) Head Quarter Reporting and Donor Reporting
- g) Budgeting
- h) Procurement
- i) Provide financial reports as and when asked
- j) Ensure required internal controls are in place.

2.3 Other Experience details:

(i) I was appointed company secretary of Islamic Relief Pakistan in June 2006. It is an honorary responsibility other than finance assignments. Following are some of the tasks for which this position is responsible for.

- (i) Dealing with Security Exchange Commission of Pakistan (SECP) on different matters. In coordination with SECP following and solving some pending issue regarding filing of returns of IRP.
- (ii) Conducting Annual General Meetings (AGM) of Board of directors' meetings.
- (iii) To deal on behalf of Islamic Relief where ever it is deemed to be the responsibility of board of directors on their behalf.
- (iv) Submitted all returns and ensure compliance of SECP regulations.

(v) _____

(ii) _____

- II) Worked in **Islamic Relief** as Regional Incharge Finance with effect from October 22, 2001 to June 12, 2005. respectively. I have managed whole finance function as per Organiazation and donor guidelines, compliance of local law, policies and procedures.
- III) Worked in **National Construction Limited** w.e.f. Oct.3 1997 to October 22, 2001 as Accounts Officer. National Construction Limited works under the Administrative control of Ministry of Housing and Works and operates purely on self finance basis.
- IV) Worked in Envoy Corporation Registered as Accounts Officer w.e.f. July 15,1996 to Oct.^{1st} 1997.

Worked in Ideal Metal Industries as Accounts Officer w.e.f. April 5, 1995 to July 10,1996

Note: if needed, separate extra sheets can be used for each item