

AM Financial Accounting

Job

Position Title: AM Financial Accounting
Reports to: CFO
Department: Finance
Position Grade: III
Direct Reports: Manager Financial Accounting
Advertisement Date: 3rd April 2024
Last Date to Apply: 24th April 2024

Main Purpose (Role Summary)
<ul style="list-style-type: none">The role of Assistant Manager Financial Accounting is to assist the Manager Financial Accounting for day-to-day transactions, reconciliations, book-keeping, management reporting etc.

Principal Accountabilities (Duties & Responsibilities)
<p>Key Responsibilities</p> <ul style="list-style-type: none">Preparation of vouchers (JVs, BPVs etc.) for the expenses on daily basis.Responsible for daily transactions and book keeping.Ensure timely payments to implementing partners & vendors.To support compliance with mandatory requirements of the Government of Pakistan, as applicable.To maintain proper auditable documentation for ensuring compliance to the required policies.Deposit taxes deducted on staff salaries, payments for goods and services in accordance with income tax laws.Deposit GST withheld on purchase of goods and services in accordance with provincial sales tax laws in timely manner.Timely preparation of quarterly and annual WHT Income Tax statements as per Income Tax Ordinance 2001.Timely preparation of monthly WHT statements of Sales Tax.Provide documentation required by auditors in timely manner.Coordination with Accountant General of Pakistan Revenues, banks, tax consultant, external auditor & internal auditorServe as the main point of contact for executing software implementation for Company Fixed Assets and subsequently ensure its regular updates.To support supervisor on any/all assigned tasks..

Qualification & Experience
<ul style="list-style-type: none">CA-Intermediate / Certificate in Accounting & Finance (CAF) with completed article-ship from a reputable Chartered Accountants firm.ACCA or ACMA with 3 years of relevant work experience.Bachelors in Accounting with 5 years of relevant work experience

Knowledge & Skills
<ul style="list-style-type: none">Analysis of Financial StatementsTime ManagementMS-Office (specially Word & Excel).Strong Presentation Skills.Strong Critical and Analytical Thinking.A self-starter that can work under pressure with minimum supervision.Effective writing skills

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