

Manager Finance & Accounts

Job

Position Title: Manager Finance & Accounts
Job Scale/ Grade: OP-3
Max. Age Limit Required: 40 years
Age Relaxation: None
Job Type: Contract
Min. Experience Required:At least 05 year’s experience with at least 03 years in Financial Management activities with excellent hands-on experience of handling affairs related to AGP/AGPR/FTO.
Vacancies/Slots: 01
Advertisement Date: 28th January 2025
Last Date to Apply: 13th February 2025

Job Description:
<p>Key performance indicators</p> <ul style="list-style-type: none">• Approval of USFCo and USF Fund Annual Budget and quarterly grant releases from the Policy Committee within two weeks of the start of new Financial Year.• Timely holding of Policy Committee meetings for USF and R&D Fund, prepare and issuance of minutes/agenda.• Reconciliation of grant expenditures with AGPR on fortnightly, monthly, and quarterly intervals for smooth processing of subsequent grant requests.• Collection of USF contributions and reconciliation with PTA on monthly basis.• Closure of periodic accounts within two weeks of period ending, audit of annual accounts within two months of FY ending and publishing of accounts within two weeks of audit completion.• Liaison with AGP audit to ensure that no qualifications are raised towards the accounts of the Fund, settlement of audit paras to ensure that no paras are forwarded to PAC. <p>Main Job Functions</p> <ul style="list-style-type: none">• Maintain proper books of accounts for the USF Fund,• Maintain operators’ wise ledgers of Contributions due, collected and balance receivables for each category of contribution,• Have custody of the account books, cheque books and other documents and papers pertaining to the Fund and the Fund Account,• Make releases to the USF company as per the approved budget,• Co-ordinate with contributors and the Authority on matters related to contributions to the Fund,• Preparation of Annual and Revised Budgets of the Fund,• Address all matters related to the audit by Chartered Accountants and Auditor General of Pakistan,• Collections and disbursements from USF Fund and Liaising with the MoF, MoITT, PTA, USFCo,• To ensure that appropriate financial records are maintained in accordance with Accountant General and Auditor General Guidelines,• Responsible for conducting Government & Commercial Audit yearly basis to ensure transparency and smooth functioning of DAC/PAC business.• Excellent command over PFM ACT 2019, PFM Regulations 2021, TSA Rules and Regulations,• Keep and update records of all financial transactions related to the USF Fund

Education
<ul style="list-style-type: none">• Post-Graduation/masters in Finance/ commerce and/or Business Administration with majors in Finance and/or qualified associate or fellow of ACCA, CA or ICMA. Excellent English language skills with ability of noting/drafting in order to hold Board Meetings. Foreign qualification in the relevant filed will be given due weightage.

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