

AM Financial Accounting

Job

Position Title: AM Financial Accounting

Department: Finance

Reports to: CFO

Direct Reports: Manager Financial Accounting

Position Grade: III

Advertisement Date: May 30, 2025

Last Date to Apply: June 17, 2025

Main Purpose (Role Summary)

- 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)

Key Responsibilities

- 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 auditor.
- Serve 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.

Knowledge, Qualification, Skills, and Experience

Qualification and Experience

- CA-Intermediate / Certificate in Accounting & Finance (CAF) with completed article-ship from a reputable Chartered Accountants firm.
- ACCA or ACMA with 2 years of relevant work experience.
- Bachelors in Accounting with 5 years of relevant work experience

Knowledge/Skills

- Analysis of Financial Statements
- Time Management
- MS-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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