<u>Position:</u> **Assistant Manager Financial Accounting**

Key Responsibilities (Strategic KPIs)	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.
Job Duties and 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 being deducted on staff salaries, payments for goods and services in accordance with income tax laws. • Deposit GST being withheld on purchase of goods and services in accordance with sales tax laws in timely manner. • Timely preparation of quarterly and annual WHT 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. • To support supervisor on any/all assigned tasks
Knowledge, Skills and Abilities	• Analysis of Financial Statements and Financial Modelling • Time Management • MS-Office (specially Word, Excel and Access). • Strong Presentation Skills. • Strong Critical and Analytical Thinking. • A self-starter that can work under pressure with minimum supervision. • Effective writing skills

Qualification & Experience:	• CA-Intermediate / Certificate in Accounting & Finance (CAF) with completed articleship from a reputable Chartered Accountants firm. • ACCA or ACMA with 3 years of relevant work experience. • Bachelors in Accounting with 3-5 years of relevant work experience.
Remuneration/ Benefits:	Contract basis, market competitive salary, with medical and other facilities