

<b>Position Title:</b>	<b>Assistant Manager Finance</b>
<b>Reports to:</b>	Manager Finance & Accounts
<b>Department:</b>	Finance & Accounts
<b>Work Location:</b>	Islamabad
<b>Maximum age:</b>	40 years
<b>Qualification and Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum 16 years of education in Accounting, Finance, or equivalent in a related discipline with at least 5 years of post-qualification relevant experience. Or</li> <li>• CA (Intermediate)/CAF with a minimum of five years' relevant experience, including articles.</li> </ul>

**Job responsibilities:**

- Conduct thorough scrutiny and processing of files and payments across all revenue streams of the company, ensuring strict adherence to applicable government and PSEB rules, regulations, guidelines, and procedures for all financial transactions.
- Verify and maintain accurate, up-to-date books of accounts, ensuring the authenticity of financial data, including ledgers, trial balances, and associated reports.
- Collaborate with billing officials to ensure the timely issuance of accurate bills, monitor receipt tracking, and follow up diligently on outstanding payments and recoveries.
- Deduct applicable taxes at source from payments, ensure their timely deposit, and maintain compliance with relevant tax regulations.
- Conduct regular reviews of vouchers, post transactions accurately, and prepare subsidiary ledgers while ensuring the safeguarding of all accounting records.
- Prepare monthly, quarterly, and annual financial statements & Allied reports as required under company's law/International Accounting Standards/or any other law being implemented on the organization.
- Provide historical and initial financial data to support budget preparation and analysis.
- Perform regular reconciliation of company bank accounts to maintain accuracy and consistency in financial records.
- Ensure compliance with tax regulations, including timely filing of tax returns and liaise with external auditors, tax authorities, and regulatory bodies.
- Coordinate with auditors and regulatory authorities as and when needed to facilitate them regarding the provisioning of relevant financial data.
- Undertake additional tasks and responsibilities as assigned by the management, ensuring alignment with organizational goals and priorities.