

Position Title:	Accounts Assistant
Department:	Finance & Accounts
Reports to:	Manager Finance & Accounts
Work Location:	Islamabad
Maximum age:	30 years
Qualification and Experience:	<ul style="list-style-type: none"> • Minimum 14 years of education in accounting, finance or equivalent in a related discipline. • Two 2 years post qualification experience in basic accounting, book keeping and finance.

Job Responsibilities

- Manage the processing of payments and receipts efficiently and accurately.
- Prepare vouchers and post receipts and expenses into the financial system, ensuring all postings are complete, accurate, and up-to-date, and punching of project's expenditure in database/accounting module and reconciliation of same with monthly expenditure statement issued by AGPR
- Ensure the timely deposit of receipts into bank accounts. Reconcile receipts with billing officers and conduct regular bank reconciliations to maintain financial accuracy.
- Maintain and update subsidiary ledgers, verifying the accuracy of financial figures reflected in ledgers and the trial balance.
- Prepare tax challans for employees and vendors and ensure their timely deposit into the government treasury.
- Visit banks for cheque depositions, pay orders, and demand drafts, as well as relevant departments to submit letters and documents as required.
- Compile and prepare initial data and information for filing monthly, quarterly, and annual tax statements in compliance with various sections of the Income Tax Act.
- To Assist, prepare and distribution of the folders during the different statutory and other meetings of the company.
- Undertake additional assignments and responsibilities as directed by management, ensuring alignment with organizational goals.