

**JOB DESCRIPTION**

**Position Title:** Assistant Manager Accounts

**Location:** Islamabad

**Reports to:** Manager Finance & Accounts

**Scope of Work:**

The Assistant Manager Accounts, hired full-time, will work under Manager Finance & Accounts.

**Detailed Tasks and/or Expected Output:**

Specific tasks of the Assistant Manager Accounts will include but not be limited to the following:

1. Maintain and update books of accounts, including bookkeeping, journal entries, and posting to General Ledger (GL) using accounting software and SAP FICO in accordance with applicable accounting standards.
2. Ensure accurate and timely preparation of financial statements, monitoring, and reporting systems in compliance with Companies Act, 2017, Public Sector Companies Rules, 2013, International Financial Reporting Standards (IFRS), and organizational policies.
3. Support in developing, updating, and implementing accounting manuals, policies, Standard Operating Procedures (SOPs), and internal financial controls
4. Coordinate with Internal and External Auditors for planning, execution, and completion of audit engagements, including preparation of working papers, schedules, and responses to audit queries.
5. Assist in preparation of financial analysis, budget variance reports, cash flow management, and monthly/quarterly/yearly financial statements for management and stakeholders.
6. Assist in preparing and submitting tax returns and ensure compliance with statutory and regulatory bodies including SECP, FBR, and relevant government authorities.
7. Assist in implementation, administration, and optimization of SAP FICO financial modules and digital financial management systems to enhance automation, accuracy, and efficiency.
8. Liaise with consultants, auditors, banks, and regulatory bodies to support completion of assignments, compliance requirements, and official correspondence.
9. Support in development of annual budgets, financial forecasts, cash flow projections, and business plans in coordination with relevant departments under the guidance of CFO/Manager Finance & Accounts.
10. Support in maintaining internal financial controls, risk management practices, and adherence to governance requirements to ensure transparency, accountability, and optimal financial performance.

**Qualification & Experience:**

(i) Chartered Management Accountant/Chartered Accountant/ACCA Qualified *or* MBA (Finance) from a HEC recognized university. (ii) Minimum of 4 years of relevant professional experience in a reputable chartered accountant firm, large public or private sector organization. Strong verbal and written communication skills in English. Expertise in SAP FICO module management will be an added advantage.