

## JOB DESCRIPTION

Job Identity			
Designation	Accounts Manager	Department	Accounts
Location	Multan		
Company	A well reputable Educational Institute.		

Key Responsibilities
<ul style="list-style-type: none"><li>• Obtaining and maintaining a thorough understanding of the financial reporting and general ledger structure.</li><li>• Ensuring an accurate and timely monthly, quarterly and year end close.</li><li>• Ensuring the timely reporting of all monthly financial information.</li><li>• Ensuring the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.</li><li>• Supporting budget and forecasting activities.</li><li>• Monitoring and analyzing department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.</li><li>• Advising staff regarding the handling of non-routine reporting transactions.</li><li>• Supervising the general ledger to ensure all financial reporting deadlines are met.</li><li>• Assisting in development and implementation of new procedures and features to enhance the workflow of the department.</li><li>• Providing training to new and existing staff as needed.</li><li>• Working with each direct report to establish goals and objectives for each year.</li><li>• Supporting Controller with special projects and workflow process improvements.</li></ul>

Job Specifications
<p><b>Education:</b> Partly Qualified CA (CAF/CFAP/MSA)</p> <p><b>Experience:</b> 2-3 years</p> <p><b>Skills:</b></p> <ol style="list-style-type: none"><li>1. Proficient in Ms. Excel</li><li>2. Taxation Knowledge</li><li>3. Proactive approach</li></ol>

Interested candidates may send their CVs with subject title "Accounts Manager-Multan" at [recruitment\\_multan@outlook.com](mailto:recruitment_multan@outlook.com) last date to apply is July 25, 2019.