

**1. JOB DETAILS**

<b>Job title:</b>	<b>Manager Finance – Finance Policies</b>
<b>Reports to:</b>	<b>Capital Planning Manager - Finance</b>
<b>Department:</b>	<b>Finance</b>
<b>Location:</b>	<b>Karachi</b>

**1. KEY ACCOUNTABILITIES**

<b>Description</b>
<ul style="list-style-type: none"><li>• To prepare accounting policies in line with International Financial Reporting Standards (IFRS). This entails writing an end-to-end accounting mechanism, including entries and working examples.</li><li>• To monitor accounting systems and ensure that accounting flow is aligned to accounting policies.</li><li>• To analyze and report on the data, as may be required for financial disclosures and reporting.</li><li>• To assist in developing a mechanism for identification of related party relationships and monitoring. This includes collection of data through various systems, departments and overseas locations.</li><li>• To prepare related party transactions' summary for the approval of the Board of Directors and disclosures in the Financial Statements, in line with local and international pronouncements.</li><li>• To meet other reporting requirements as required by Banking/Companies regulators.</li></ul>

**2. QUALIFICATIONS AND EXPERIENCE**

Ideal prospective candidates should have the following skillset/work experience:

- Chartered Accountant
- 5+ years of experience (including article ship with Big4)
- Excellent knowledge of IFRS, Companies Act 2017 (previously Companies Ordinance 1984)
- Effective writing and communications skills
- Advanced MS Excel skills

**Nature of Job:** Full time / Permanent

**Deadline to apply:** 8th January 2018

**How to apply / Where to send CVs:** Send CVs at [madiha.rashid1@hbl.com](mailto:madiha.rashid1@hbl.com)