

Job Description

Position Title: Manager (Accounts & Finance)

Grade: Equivalent to BPS-19

Reporting To: Chief Financial Officer (CFO)

Maximum Age: 50 years

Professional Qualifications:

Candidate must possess one of the following:

- Member of the Institute of Chartered Accountants of Pakistan (ICAP), Institute of Cost and Management Accountants of Pakistan (ICMAP), or CIMA, OR
- CA (Inter), ICMA (Inter), ACCA Member; OR
- MBA (Finance) / M.Com / BBA (Finance) (4-year program or equivalent).

Work Experience

- Minimum 5 years of relevant experience in BPS-17 or equivalent position in a Government Department, Semi-Government Organization, Corporation, Autonomous Body, or a well-reputed Public listed Company.
- In case of Qualified Accountant (ACA, ACMA) the relevant work experience of only 2 years can be acceptable
- Strong background in financial management, regulatory compliance, and corporate reporting.

Key Responsibilities

The Manager (Accounts & Finance) will work under the strategic direction of the CFO and be responsible for:

- **Financial Operations Management:** Oversee budgeting, tariff invoicing, pension processing, and expense/budgetary vetting.
- **Regulatory Compliance:** Ensure timely tariff submissions to NEPRA and compliance with all statutory and regulatory requirements.

- **Receivables & Payables Oversight:** Manage financial transactions with CPPA-G, ensuring accuracy, vigilance, and timely settlements.
- **Actuarial Coordination:** Liaise with Actuaries for post-retirement benefit valuations and ensure proper accounting treatment.
- **Workflow Supervision:** Lead and supervise teams across budget, pension, and compilation units to ensure efficiency and accuracy.
- **Vendor Management:** Authorize vendor payments, participate in tender committees, and ensure transparent financial practices.
- **Taxation & Reporting:** Handle taxation matters, prepare statutory financial reports, and support CFO in strategic financial planning etc
- Any other work assigned by management

Competencies

- Strong analytical and problem-solving skills.
- In-depth knowledge of financial regulations and compliance frameworks.
- Excellent leadership, communication, and stakeholder management abilities.
- Proficiency in financial reporting standards and ERP/accounting systems.