

“The Nation’s Bank”, **National Bank of Pakistan** aims to support the financial well-being of the Nation along with enabling sustainable growth and inclusive development through its wide local and international network of branches. Being one of the leading and largest banks of Pakistan, National Bank of Pakistan is contributing significantly towards socioeconomic growth in the country with an objective to transform the institution into a future-fit, agile and sustainable Bank.

In line with our strategy, the Bank is looking for talented, dedicated and experienced professional(s) for the following position in the area of **Risk Management** based at **Karachi**.

The individuals who fulfill the below basic-eligibility criteria may apply for the following position:

01	Position / Job Title	Admin Officer (OG-III / OG-II)
	Reporting to	Unit Head - Budget (OPEX & CAPEX)
	Educational / Professional Qualification	<ul style="list-style-type: none"> Minimum Graduation or equivalent preferably in Finance or Accounting from a local or international university / college / institute recognized by the HEC
	Experience	<ul style="list-style-type: none"> Minimum 02 years of experience in Finance and / or Administration preferably in Banking and / or Financial Institution. Preference would be given to candidates who have an exposure of supporting and managing budget, fixed assets / dead stocks
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> Good communication skills Good team player with ability to prioritize and accomplish tasks Must be good in Microsoft Office (MS Excel, Power Point, Word & Visio) Basic level of understanding for Budgeting and Fixed assets / deadstock management
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> To support the Unit Head - Budgeting function for both operating expenditures (OPEX) and Capital expenditures (CAPEX), ensuring effective financial planning, control and reporting To maintain the monthly MIS of expenses related to OPEX and CAPEX To assist in the preparation of the annual budget in coordination with relevant divisions within the Group To coordinate with the Finance Department to reconcile and rectify incorrect expense entries against the approved budget To prepare actual expenditure statements and provide monthly / quarterly utilization and variance reports To maintain and reconcile records of dead stock and fixed assets in coordination with all stakeholders To perform any other assignment as assigned by the supervisor(s)

Assessment Test / Interview(s)	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for test and / or panel interview(s).
Employment Type	The employment will be on contractual basis for three years which may be renewed on discretion of the Management. Selected candidates will be offered compensation package and other benefits as per Bank’s Policy / rules.

Interested candidates may visit the website www.sidathyder.com.pk/careers and apply online within 10 working days from the date of publication of this advertisement as per given instructions.

Applications received after due date will not be considered in any case. No TA / DA will be admissible for test / interview.

National Bank of Pakistan is an equal opportunity employer and welcomes applications from all qualified individuals, regardless of gender, religion, or disability.