

“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 **Financial Control** based at **Karachi**.

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

01	Position / Job Title	Funds Officer (OG-II)
	Reporting to	Unit Head - PF & BF Unit
	Educational / Professional Qualification	Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC of Pakistan
	Experience	Minimum 03 years of relevant experience in Banking Sector
	Other Skills / Expertise / Knowledge Required	- Good understanding of business and financial acumen - Good business communication and analytical skills - Proficient in MS Excel, Power Point and Word. Basic understanding of Power BI - Details oriented with high level of accuracy
	Outline of Main Duties / Responsibilities	- To maintain proper employee-wise records of pensionary benefit recoveries received from branches due to ex-employee deaths or excess payments, and to prepare vouchers for accounting entries - To assist the Wing Head - Fund Accounting in Pension Fund audits - To verify original sanction notes from HRMG files for pension disbursement cases and affix the “Original Seen” stamp thereon - To prepare reconciliation of dividend income with the Pension Fund bank account - To prepare accrual workings on investments of the Pension Fund - To check the monthly Pension payroll as per reconciliations received from HRMG and maintain proper files of monthly reconciliations - To park vouchers in SAP FICO - 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.