

“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 **Human Resource Management** based in **Karachi**.

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

01	Position / Job Title	In charge Budget & Accounts / Admin (OG-II / OG-I)
	Reporting to	Wing Head - Administration
	Educational / Professional Qualification	• Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC of Pakistan • Candidates having a Master’s degree and / or any other professional certification will be preferred
	Experience	• Minimum 03 years of working experience in the field of Administration and / or Banking and / or HR and / or Finance • Candidates having experience of working in large scale organizations and / or with renowned banks / firms would be preferred
	Other Skills / Expertise / Knowledge Required	• Strong financial and administrative skills • Analytical mindset • Effective coordination and communication abilities • Problem solving and decision-making capability • Good understanding of learning & development function • Up to date knowledge of prevailing trends and programs in the market • Excellent interpersonal skills • Proficiency in MS Office (Word, Excel and PPT)
	Outline of Main Duties / Responsibilities	• To coordinate with resident branch in processing of accounting entries; maintain and balance the General Ledger and ensure accurate recording of all financial transactions • To conduct periodic reconciliation of accounts and resolve discrepancies promptly • To assist in budget preparation and monitor budget utilization by highlighting variances • To scrutinize routine bills, verify accuracy and process pre and post approvals with Wing Head - Admin • To ensure timely reimbursement of expense claims in coordination with Wing Head - Admin • To process all internal & external training related invoices after detailed scrutiny • To prepare provision of expenses on quarterly basis and share with Wing Head Admin for onward consolidation and submission to FCG • To ensure maintenance and upkeep of classrooms, training facilities and overall premises • To manage ancillary and non-clerical staff to ensure effective supervision and performance • To maintain complete inventory records with asset tagging, including IT equipment • To maintain audit readiness, proper documentation and ensure adherence to policies & procedures • To carry out any other tasks assigned by the Wing Head Administration • 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.