

“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	Record Keeping Officer (OG-II)
	Reporting to	Wing Head – General Accounting & CBA
	Educational / Professional Qualification	<ul style="list-style-type: none"> Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC of Pakistan
	Experience	<ul style="list-style-type: none"> Minimum 03 years of experience in Finance and / or Accounts preferably in record maintenance
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> Understanding of business and financial acumen Good business communication, report writing and analytical skills Proficient in MS Excel, PowerPoint, and Word. Basic understanding of Power BI
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> To organize and maintain vouchers in chronological order to ensure accurate and efficient record keeping To ensure proper binding of vouchers for organized and secure record maintenance To ensure the secure and safe custody of vouchers at designated store and go-down To ensure receipt of all vouchers from the Payments Wing, verifying that no vouchers are missing To maintain accurate records of vouchers received by FCG personnel, auditors, and external agencies, ensuring their proper return To report to the supervisor any missing vouchers from custody or incomplete vouchers received from the Payments Wing, based on the system-generated list To inform the supervisor of any delays in voucher receipt and assist in preparing vouchers for Cheques or Pay Orders settled by the bank 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.