

SENIOR ACCOUNTANT (CORPORATE)

1. JOB DETAILS:

Position Title:

Senior Accountant (Corporate)

2. JOB OBJECTIVE:

The incumbent serving in this position is responsible to assist the immediate line manager in relevant functions.

3. KEY ACCOUNTABILITIES:

- Processing and accounting of sales revenue and recoveries.
- Generation and monitoring of receivable aging schedule.
- Verification of exchange rate variation on sales revenue as per relevant agreement e.g. GSA/COSA etc. and reporting thereof.
- Reconciliation of production with invoice.
- Preparation of working for reconciliation with Customers and resolution of old outstanding amounts.
- Preparation and filing of withholding tax return.
- Collection, verification and processing of sales tax invoices.
- Coordination with tax consultants and authorities.
- Filing of sales tax return.
- Compile and enter data / information to be used for preparing Company financial reports / budgets as well as periodic reviews / reporting's.
- Day to day monitoring of corporate opex / capex spending's.
- Petty cash payments.
- Royalty processing and payment.
- Any other assignment given time to time.

4. QUALIFICATION & EXPERIENCE:

Minimum Qualifications:

- Partly Qualified (Finalist) from recognized body of professional accountants or 16 years of education with Bachelors / Master's degree in Finance / Accounting

Minimum Experience:

- 4 years' experience in finance & accounting domain in international, government, semi-government or large commercial organizations of repute.

5. COMPETENCIES:

Behavioral Competencies

- Continuing Stakeholder Relationship Management
- Agile Decision-Making Ability
- Effective communication skills, both verbal and written.
- Strong capability in strategic thinking, problem solving and organizational management.
- Ability to use own initiatives and be self-motivated.

Technical Competencies:

- Financial Modelling
- Well conversant with IFRS
- Financial Reporting, knowledge of relevant laws & Compliance
- Knowledge of Systems, Policies & Procedures
- Knowledge of Microsoft Office

6. AGE LIMIT:

- 40 years

7. GENERAL INFORMATION:

- The position is based in Islamabad.
- We are an Equal Opportunity Employer. Women, Transgender persons and candidates belonging to minorities are encouraged to apply.