

SENIOR ACCOUNTANT (JV)

1. JOB DETAILS:

Position Title:	Senior Accountant (JV)
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2. JOB OBJECTIVE:

The incumbent serving in this position is responsible to assist the immediate line manager in functions relating to Joint Venture budgeting, accounting and controlling.

3. KEY ACCOUNTABILITIES:

- Maintenance of Joint Ventures Account of Developing and producing joint ventures and record related to AFE/ Budget and Cash call files.
- Cash Call scrutiny and processing of allocated producing and underdevelopment fields.
- AFE scrutiny and processing.
- Cost statement verification and coordination with Operator for resolving pending matters.
- Preparation of standard format of cost statements and entries into software on monthly basis.
- Maintenance of JV Budget Record and comparison with actual expenditure on monthly basis.
- Review of JV budget papers and preparation of queries for Manager/ Deputy Manager Finance (JV) for onward submission to the Operators.
- Entry of Joint venture actuals into SAP system.
- Preparation of monthly over/ under advance balance reconciliations.
- Preparation on monthly joint venture profitability reports.
- Preparation of monthly Opex cost review reports.
- Review the audited joint account of each JV and preparation of exception letters, if any.
- Review of contract award recommendations.
- Coordination with Technical and other internal stakeholders for smooth operations of each JV.
- Coordination with Operators on all financial matters.
- Liaison between Operator and Budgeting & reporting Team for timely receiving of Investment budget input, input for quarterly/ annual financial closing.
- Maintenance of Budget/ Minutes record of FCM/OCM.
- Preparation of progress register for budget, AFE and cost optimization initiatives.
- Preparation of AFE control file.
- Preparation of JV insurances snapshot for Management approvals by giving sum insured, limits and coverages for policies maintained by the Operators for each JV.
- Any other assignment given from 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.