

Director Accounts and Finance

Job Description and Eligibility Criteria

Position Name: Director Accounts and Finance

Position Grade: NPG-1

Directorate: Finance

Location: Islamabad

Key Responsibilities

- Develop and control the Authority's annual operating budget to ensure that all financial targets are met and financial and statutory regulations complied with.
- Develop and maintain all necessary systems, policies and procedures to ensure effective and efficient financial management within the Authority.
- Implementing robust financial systems and developing policies and procedures to ensure effective and efficient financial management within the Authority.
- Leading the budgeting, forecasting and planning process.
- Controlling all financial and accountancy matters including month end reports, management accounts, cash flow management, statutory accounts, presentation of management information and KPIs.
- Monitoring external contracts and services provided by suppliers.
- Coordinating corporate finance, debt, taxation, equity and acquisitions.
- Develop, implement and evaluate investment strategies / processes along with necessary rules / procedures.
- Responsible for carrying out different activities related to financial management, budgeting, reporting, forecasting, analysis, compliance to different statutory requirements, implementation of NEECA rules relating to energy certificates and managing funds, etc., to ensure smooth running of NEECA.
- Responsible to determine financial strategy and policy, arranging the appropriate funding and managing financial risks in the Authority.
- Responsible for developing/supervising development of special purpose reports, analysis, etc., as and when required.
- Responsible for a timely collection of the dues; and expediting the issue of non-payment to the Authority in case of non-adherences with respect to collection of outstanding dues by the licensees.
- Responsible for the management of billion rupees' investment funds; establish performance goals, allocate resources, and assess policies in order to make recommendations to Managing Director and to the Board Committee and the NEECA board.
- Preparing financial reports and submissions to relevant government entities including tax returns etc.
Propose an annual budget based upon Authority's goals and the planned targets of production in the guidance of Management's directions.
- Managing the financial reporting for the Authority. This includes monthly financial reporting, budgeting and forecasting, 5 year financial plans and all statutory financial reporting.
- Responsible for performing/supervising activities related to implementation and maintenance of management information system, comprising of different softwares, applications, etc.
- Managing and tracking budget and accounting information including billing, collections, and tax information.

- Develop sound financial management systems in field offices for transparency, compliance and risk management.
- Contribute fully to the development of the Authority's strategy across all areas of the business, challenging assumptions and decision-making as appropriate, and providing reliable financial analysis and guidance on all activities, plans, targets and business drivers.
- Responsible for management of complete relevant record, which may include all official mails originating from outside/inside of the directorate, files, submissions, evidences, reports, documents, etc.
- Any other relevant duties and tasks as assigned.

Qualification and Experience

- Master's degree or Higher Degree in Finance, Accounting, Auditing, business administration or any related discipline from HEC recognized university.
- Minimum 10 years of post-qualification recognized and verifiable experience in the relevant field.
- Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
