

“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:

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| <b>04</b> | <b>Position / Job Title</b>                          | <b>Finance and Accounting Officer (OG-II / OG-I)</b>   |
|           | <b>Reporting to</b>                                  | Wing Head – Administration Wing  |
|           | <b>Educational / Professional Qualification</b>      | <ul style="list-style-type: none"> <li>• Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC</li> <li>• Candidates having Master’s Degree and / or any other relevant professional qualification such as CA inter / ACCA / ACMA will be preferred</li> </ul>   |
|           | <b>Experience</b>                                    | <ul style="list-style-type: none"> <li>• Minimum 03 years of experience in Finance and/or Accounts and/or article ship in Bank or any other financial institution and/or any audit firm</li> </ul>   |
|           | <b>Other Skills / Expertise / Knowledge Required</b> | <ul style="list-style-type: none"> <li>• Good understanding of business and financial acumen</li> <li>• Good business communication and analytical skills</li> <li>• Proficient in MS Excel, PowerPoint, and Word. Basic understanding of Power BI</li> <li>• Detail oriented with high level of accuracy</li> </ul>   |
|           | <b>Outline of Main Duties / Responsibilities</b>     | <ul style="list-style-type: none"> <li>• To assist in the preparation of Bank’s budgets and financial statements</li> <li>• To assist in preparation of trial balance and management accounts on monthly, quarterly, half yearly and annual basis</li> <li>• To perform analytical review of various heads of accounting and prepare report there against</li> <li>• To manage records and receipts of payment related vouchers</li> <li>• To identify and resolve invoice discrepancies and monitor payments with respect to budgetary limits</li> <li>• To correspond with groups/ divisions for collection of data for financial analysis and assist in analysis of data received</li> <li>• To coordinate with external and internal audit teams and assist in timely closure of audit findings</li> <li>• To handle SBP reporting matters and preparation of data and reports</li> <li>• To perform any other assignment assigned by the supervisor(s)</li> </ul> |

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| <b>Assessment Test / Interview(s)</b> | Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for test and / or panel interview(s).   |
| <b>Employment Type</b>                | 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](http://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.**