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| **Position / Job Title** | **Finance Officer (OG-III / OG-II)** |
| **Reporting to** | Wing Head – Financial Control Group |
| **Educational /****Professional Qualification** | * Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC
* Candidate having Master’s Degree and / or any other relevant professional qualification such as CA Inter / ACCA / ACMA will be preferred
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| **Experience** | * Minimum 01 year experience in Finance / Accounts / Audit in a financial institution and / or audit firm
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| **Other Skills / Expertise / Knowledge Required**  | * Good report writing skills
* Team player
* Well versed in MS Office including MS Word, Excel, etc.
* Detail oriented with high level of accuracy
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| **Outline of Main Duties / Responsibilities** | * To assist Department Head in collection of data for preparation of accounts / financial statements
* To assist in analyzing data received
* To act as a coordinator of relevant finance function for smooth running of day-to-day operations
* To be responsible for data management which includes timely collection of records and entering data in the MIS system
* To coordinate with external and internal audit teams and assist in timely closure of audit findings
* To assist in handling SBP reporting matters and preparation of data and reports
* To provide administrative support, manage inward / outward mail, maintain office files, correspondence, records and related MIS
* To perform any other assignment as assigned by the supervisor(s)
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