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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 |
| **Experience** | * Minimum 01 year experience in Finance / Accounts / Audit in a financial institution and / or audit firm |
| **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 |
| **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) |