

PMS/HR/2021-22/001

Finance Officer

Job Description:

Last date to apply: July 22, 2022

Employment type: This is full-time position

Salary: 50,000 to 55,000 PKR

Location: This role is based in Central Office, Islamabad

How to apply: Send your resumes/CVs with mentioned job title in the subject to

tirza@pakmissionsociety.org or use the below link.

<https://forms.gle/xvFcYzx2jAKSFpPp8>

About the role

The Incumbent will be responsible for the financial operations of the organization and ensure timely the accurate financial reports and practices including funds management, taxation, benefits, payroll processing, payment disbursements, etc.

Your impactful goals will include

- Preparing Bank Reconciliation
- Dealing with Taxation and Benefits.
- Keep and maintain all the accounts records in soft as well as in hard form and Keep accurate records for all daily transactions.
- Preparation of PSID
- Knowledge of updated FBR Tax
- Complete process of CPR and certificates.
- Trail Balance Review Weekly
- Security fund detail of Employees
- Make sure verification of all the accounts record before auditory process
- Responsible for the submission of weekly tax report in soft and as well as in Hard.
- Ensure cordial relation with the line department and audit department.
- Any other task as assigned by the line manager

Your Career Path

As you move along in your career, you may start taking on more responsibilities or notice that you've taken on a leadership role. Using our career map, a finance officer can determine their career goals through the career progression. For example, they could start out with a role such as finance officer, progress to a title such as senior finance officer and then eventually end up with the title HOD finance.

What we are looking for:

Education

- Qualification should be 16 YEARS of education and Part Qualified CA, ICMA, ACCA will be given preference.

Work Experience

- Hands on experience in finance and accounts.
- Knowledge of “Taxation and Benefits”
- The minimum experience should be 4 years
- NGO sector experience will be pre
- Preparation of bank reconciliations on monthly basis
- Receive and process all invoices, expense forms and requests for payment.

Functional Competencies/Skills and Knowledge areas

- Excellent verbal and written communication skills
- Ability to work well independently and as a member of a team
- Organizational and multi -tasking skills
- Flexibility, ability to remain calm under pressure
- Time management skills
- Ability to follow company policies
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues.

Why should you join us at Pak Mission Society?

At Pak Mission Society, we provide you the platform to work in a challenging environment to become a skilled professional in your chosen field of interest.

As an equal employment opportunity provider, Pak Mission Society makes all decisions of employment purely based on merit irrespective of race, caste, gender, creed, color, religion, national origin, or disability.