

ASSOCIATE ACCOUNTS & FINANCE

Essential Requirements	
Minimum Academic Qualification:	ACCA or Equivalent
Minimum Professional Experience:	Two Years of Relevant Experience
Job Description	
<ol style="list-style-type: none"> 1. The recording, compilation, and analyses of all financial transactions undertaken by the company, on a monthly, quarterly, and annual basis, for the subsequent preparation of monthly, quarterly, and annual financial statements and budgets, in compliance with the policies and procedures outlined by all competent authorities. 2. The establishment and management of a methodical monitoring system, including stringent internal accounting control mechanisms, to regularly evaluate and forecast future cash-flows and financial trends, and to strategically advise management on the best corrective and/or cost-effective measures available in case of any deviations and/or shortfalls, and so as to mitigate any existing and/or potential financial risks. 3. The maintenance of close coordination with relevant authorities vis-à-vis existing [and upcoming] taxation laws of the Government of Pakistan and Government of the Punjab, and the undertaking of methodical compilation of all expenditures and revenues, on a monthly, quarterly, and annual basis for all necessary compliance. 4. The maintenance and management of the company's portals with the Employees Old-Age Benefits Insurance, Federal Board of Revenue, and Punjab Revenue Authority, in addition to any/all others, so as to ensure up-to-date status thereof at all times, and to generate their respective Payment Challans/Vouchers on a monthly basis, or as stipulated, for payment and subsequent filing with the concerned authorities/bodies. 5. The maintenance of close coordination, on a day-to-day basis, with all functional and internal departments of the company for the undertaking all administrative and support functions as instructed and required for the company's day-to-day operations and to ensure accurate and methodical documentation of all expenditures for the efficient and seamless processing of all payments and receipts as per instructions. 6. The development and maintenance of working relationships with external firms and professionals, including, but not limited to, auditors, bankers, solicitors, and statutory organizations, for the undertaking of all financial and operational functions. 7. The undertaking and successful completion of any additional and/or ancillary functions and/or tasks that may be assigned by the management and/or supervisors. 	