

JOB DESCRIPTION

Position Title	Manager
Department	Finance
Reporting To	Senior Manager Finance
Type of Position	Full Time
Apply Here	https://habib.edu.pk/hu-careers/staff-positions/deputy-manager-finance/

POSITION DESCRIPTION

The incumbent will be responsible to provide accounting leadership for financial statement preparation, intercompany accounting, account analysis, expense analysis and other financial analysis. This position will work under the general supervision of the Senior Manager Finance.

DUTIES AND RESPONSIBILITIES

- Coordination with departments, assist in budget presentation to head of department, prepare & oversee the budget compilation process.
- Preparation of budget vs actual reports on monthly basis.
- Preparation of Monthly / Quarterly / Statutory Financial Statements.
- Prepare and Analyze financial reports in an accurate and timely manner.
- Assist in the coordination of annual audit and quarterly review activities of external auditors
- Create, implement and maintain comprehensive accounting policy documents to improve clarity and consistency.
- Implement and maintain reporting procedures to comply with internal control requirements.
- Perform continuous assessment of the close process and process re-engineering to reduce the timing to close the financial period.
- Support month end and year end closing.
- Monitoring & tracking of budget vs actual expenses of all departments.
- Endorsement of requisitions for budgetary controls in Oracle.
- Any other tasks assigned by Line Manager / Supervisor.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"> • Master's degree in accounting, finance, or similar ACCA / MBA / CA. • Working knowledge of accounting principles and auditing standards.
Required Experience	<ul style="list-style-type: none"> • Five to Eight years' experience in relevant field.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Advance excel skills	High
2.	Financial Reporting	High

3.	Communication Skills	High
4.	Presentation Skills with MS Excel and PowerPoint	High
5.	Time Management	High
6.	Problem Solving	High
7.	Delegation	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department