



Job Description

Position Title	Officer, Finance
Job Grade	Contractual
Department	Office of Global Engagement
Reporting To	Asst. Financial Controller & Director Finance
Date	November 3 rd , 2022
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent will be responsible in assisting the team in recording of donations, preparation of reconciliations, maintaining of record and preparation of reports and schedules for foreign entities of Habib University.

DUTIES AND RESPONSIBILITIES

The incumbent will be responsible in assisting Finance team in the following areas:

- ✓ Maintains office systems (Donor Management System) and financial records to organize financial account information and operations.
- ✓ Creating, processing and circulating invoices and receipts.
- ✓ Ensures timely recording and reporting of activities and utilization of funds.
- ✓ Working with outsourcing agencies for recording and maintaining financial records.
- ✓ Prepare bank reconciliation on monthly basis and also follow through for reconciling items.
- ✓ Maintain GL records and prepares all necessary reports for senior management.
- ✓ Maintain digital and physical records of invoices and contracts.
- ✓ Handle account inquiries from internal and external sources.
- ✓ Perform internal audits on financial activities as necessary.
- ✓ Undertake other related tasks and duties as assigned by supervisor.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Bachelors/BBA/ACCA
Required Experience	<ul style="list-style-type: none"> ✓ 1-2 years' experience in administrative department/ Fresh Graduate ✓ Excellent interpersonal skills ✓ Ability to perform in spite of flexibility in work schedule ✓ Ability to work with tight deadlines and deliver credible results on time ✓ Excellent in Microsoft Excel, PowerPoint, Word. ✓ Strong organizational skills

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Communication (Verbal and Written)	High
2.	MS Office	High
3.	Data Analysis	High
4.	Relationship Management	Medium