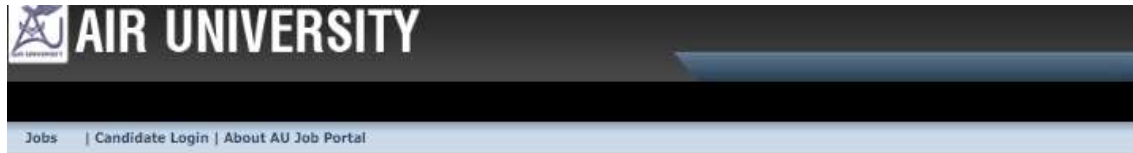


It is requested to apply through Air University Job Portal on Official website at following link :

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Qualification:

Master or equivalent degree in finance, accounting, or relevant field, preferably ACCA, ICMA (Finalist) / CA (Inter).

Experience:

Preferably 3 years of relevant experience in same role at any reputable organization/ CA firm.

Preference will be given to the candidates having relevant experience in educational institutes.

Proficient in MS Word, Excel, PowerPoint, and e-mail.

Skills:

- * Sound knowledge of Microsoft Office and ERPs.
- * Well versed with Accounts Finalization, Accounts/Bank Reconciliation & Tax Laws
- * Should have strong written and verbal communication skills
- * Prior experience working with financial accounts.

Job Description:

- * Ensuring all financial records are kept up to date with all the latest transactions and changes updated/posted on daily basis in system/software.
- * Reconciliation of all account's ledgers and their verification from all internal and external stakeholders/parties (Including banks).
- * Preparing variance analysis on Weekly/Monthly basis as may be required by the management.
- * Submission of Monthly / quarterly tax return.

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- * Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- * Salary disbursement.
- * Prepare and submit weekly/monthly reports,
- * Assist senior management in the preparation of monthly/yearly closings.
- * Keeping record of assets, along with movement recording, tagging etc.

Remuneration:

Air University offers competitive salary package.

Other benefits include membership of Contributory Provident Fund scheme, Medical Insurance, and Voluntary Pension Scheme (VPS).

*Only short listed candidates will be called for interview.

*This Position is based in Kharian City.

Required Qualification	Master or equivalent degree in finance, accounting, or relevant field, preferably ACCA, ICMA (Finalist) / CA (Inter)
Posted On	23-Oct-2023
Last Date	05-Nov-2023
Required Experience	3 Years
Required Skills	Candidate must have related skills.

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