



WE'RE HIRING

JOIN US!

SR. ACCOUNTS EXECUTIVE

EXPERIENCE

Minimum 4 Years

QUALIFICATIONS

MBA or CA/ACCA/ICMA Part Qualified

SKILLS

- Strong data entry skills for expense reports.
- Proficient in Microsoft Excel.
- Knowledge of accounting principles and Accounts Payable processes.
- Familiarity with purchase order processes.
- Ability to work independently and take initiative.

COMPETENCIES

- Risk Assessment, Analysis and Management. Access, analyze and manage risk using appropriate frameworks, professional judgment and skepticism for effective business management.
- Measurement Analysis and Interpretation.
- Reporting.
- Research.
- Systems and Process Management.
- Technology and Tools.

JOB RESPONSIBILITIES

- Completeness of Billing of Purchases
- Coordination with Store and Procurement for GRN discrepancies in Purchases
- Ensure balances are tied with suppliers
- Ensure GRN Completeness and Correctness of Landed Cost Imports
- Ensure GRN Completeness Local Purchases
- Foreign Vendors Commercial Invoices (3 way matching) and Clearing Agent Bill (Verified against Landed Cost Sheet)
- Invoice/Debit Note Recording 3 way matching) (CAPEX subject to verification of FAR Team)
- Maintenance of Accrual Schedule
- Maintenance of Prepaid Schedule
- Maintenance of Provision Schedule
- Management Reporting - Purchases
- Payables Management for Efficient Cash flows
- Recording of Non-GRN procurements

Send Resumes To:
recruitment@upco.pk

Deadline: 15-November-2023



WE KNOW YOUR NEEDS

Statement in this Job Description are intended to reflect in general the duties and responsibilities of the position but are not to be interpreted as all inclusive. These may be amended from time to time to him with changes in the organization or the job.

