

WE ARE HIRING!



Manager - Accounts & Finance

Pak Qatar Group stands as Pakistan's premier and pioneer Islamic financial services group, offering a comprehensive range of savings and protection solutions that adhere to the principles of Sharia-compliant finance. With a steadfast commitment to excellence and a strong emphasis on Islamic values, the group encompasses esteemed companies such as Pak-Qatar Investment (Private) Limited, Pak-Qatar Family Takaful Limited, Pak-Qatar General Takaful Limited, and Pak-Qatar Asset Management Company Limited.

Job Summary	We are seeking a dynamic and highly motivated individual to join our team as Manager – Accounts & Finance in our Pak-Qatar General Takaful Finance & Accounts department.
Qualification Required	<ul style="list-style-type: none">• Minimum Bachelors degree in business administration, finance & accounts, economics, or a related field.• Part qualified ACCA / CIMA / CMA / CA or other professional qualification.
Skill Required	<ul style="list-style-type: none">• Minimum 5 -7 years work experience in a similar role• Ethics, with an ability to manage confidential data• Advanced MS Excel skills• Analytical and numerical skills• Strong understanding of financial markets, financial instruments, and debt instruments
Job Role	<ul style="list-style-type: none">• Monthly Provisioning & Accruals through Journal Vouchers (JV's)• Maintaining Fixed Assets Register; cost, depreciation, disposal, addition & CWIP• TB finalization & data compilation for Monthly / Quarterly / Annual Financial Statements for Management & Regulatory• Maintaining & Updating Vendors/ GL Account & Tax Codes• Maintaining Cost & Profit Center Hierarchy• Vendor Advance & adjustments• Cost Sharing Recording & Monthly Reconciliation• Supervision of all payment & Tax matters (mentioned above)• Daily bank wise cash/fund position preparation, and prepare fund transfer to payment bank accounts, as required.• GL Recording of Investment / Bank's Profit / Charges / WHT deductions in ERP• Investments of available Funds, Capex, Wakala & Modarib• Recording of vehicle Ijarah Deductions• Coordination with banks for supporting receipt and disbursement functions, vehicle ijara financing, profit rate, Zakat exemptions, bank statements and opening new bank accounts, as required• Compliance with FATF & AML related information exchange with banks
What we offer	<ul style="list-style-type: none">• Attractive package along with market competitive perks and benefits• A conducive working environment with opportunity to lead and grow
Location	Karachi

To apply, visit our website <https://www.pakqatar.com.pk/general/careers/opportunities/> and submit your application online or send an updated CV to recruitment@pakqatar.com.pk. In the email subject, please mention "Manager – Accounts & Finance"



Website: www.pakqatar.com.pk

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