



THE CITIZENS FOUNDATION

# WE ARE HIRING!

## Senior Accounts Officer

### Responsibilities

- Coordinating, gathering data and approval of monthly income/ expenses in School Management System (SMS) for Flagship and Partnership Schools.
- Upload School income and expenses data to ERP and perform sanity check.
- Support line manager in management reporting of student collection and other reporting as per management needs.
- Support in bank reconciliation & fee collection reconciliation.
- Ad-hoc report by management.
- Checking data of Schools, Units.



**Experience:** 2-3 years of relevant experience.

**Qualification:** BBA/ MBA Finance, Part Qualified ACCA/ CA

**Apply at:** <https://careers.tcf.org.pk/job/senior-accounts-officer-sao/>



[www.tcf.org.pk](http://www.tcf.org.pk)



Karachi