



FOUNDATION UNIVERSITY ISLAMABAD

JOB OPPORTUNITIES

Ser No.	Job Title	No. of Position	Requirement / Experience
a.	Assistance Manager Finance & Taxation	1	<ul style="list-style-type: none">• CA Intermediate / CAF• Must have complete Article ship from Big 5 Chartered Accountants Firm and having at least two years post Article ship experience of dealing with Taxation matters, accounting & finance.• Experience of using SAP will be preferred.
b.	Accountant	1	<ul style="list-style-type: none">• MBA (Finance) from reputable University OR BBA/BS (Accounting & Finance).• Three years relevant experience in case of MBA and Five years in case of BBA/BS (Accounting & Finance).• Preference will be given to candidates having experience in handling accounting matters in any University or reputable organization, especially dealing Grant/ Project accounting.

Foundation University School of Health Sciences

c.	Accounts Officer	1	<ul style="list-style-type: none">• CA Intermediate / CAF OR MBA (Finance) from reputable University.• In case of CA Intermediate / CAF, must have complete Article ship from QCR rated Chartered Accountants Firm and in case of MBA (Finance), Five years working experience of handling / dealing accounts & finance matters of any University or reputable organization.• Experience of using SAP will be preferred.
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Procedure for Applying:

1. Applications duly filled on the prescribed form (downloadable from FUI website: <https://www.fui.edu.pk/imp-downloads>), detailed CV, two latest passport size photographs, attested copies of the academic achievements, requisite experience certificates, pay order / demand draft of **Rs. 1000/-** (non-refundable) drawn in favour of the Foundation University Islamabad (NTN 2864905-2) must reach to the Office of the Manager Administration & HR latest by **December 15, 2023**.
2. Applicants working in Government or Semi Government Organizations / Autonomous Bodies should apply through proper channel.
3. Only short listed candidates will be called for test/interview.

FUI is an equal opportunity employer. Attractive salary package commensurate with qualification & experience would be offered.

Manager Administration & HR

Foundation University Islamabad,
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Email: admin.sectt@fui.edu.pk website: www.fui.edu.pk