Assistant Manager Accounts

Al-Khwarizmi Institute of Computer Science (KICS), UET, Lahore is looking for an experienced resource for the position of **Assistant Manager Accounts**. The incumbent will be responsible for the standard functions of accounting and finance as per Industry requirement, but the core focus will be on the below requirements:

- **Overseeing financial accounts:** This includes managing accounts payable and accounts receivable, ensuring accurate and timely processing of financial transactions, and maintaining accurate financial records, General Ledger, Financial Reporting, managing the financial aspects of fixed assets, stock lifecycle, audit reporting, project financial management and Operations of Accounting and Finance.
- **Managing budgets and Income/Cost:** A Manager Account in an accounting department is responsible for financial planning, managing budgets, forecasting revenue and expenses, and preparing financial and donor reports.
- **Ensuring compliance:** A Manager Account must ensure compliance with financial regulations and accounting standards, including tax laws and Generally Accepted Accounting Principles (GAAP).
- **Managing a team:** A Manager Account in an accounting department is responsible for managing and leading a team of accountants and financial professionals, ensuring that team members are trained, motivated, and engaged.
- **Analyzing financial data:** A Manager Account must be able to analyze financial data and use it to make informed decisions about budgeting, forecasting, and other financial matters.
- **Communicating financial information:** A Manager Account must be able to communicate financial information to internal and external stakeholders, including senior management, mangers of the dept., donors, auditors, committees of the board and Financial Institution.
- **Developing financial policies and procedures:** A Manager Account must develop and implement financial policies and procedures to ensure efficient and effective financial management.

QUALIFICATION AND EXPERIENCE REQUIRMENT:

- Minimum 16 years education in relevant disciplines and at least 3-5 years of relevant experience in a reputable firm or organization.
- Strong Communication, Presentation and Reporting Skills, Computer literacy includes advanced proficiency with Microsoft Office and Accounting software.

HOW TO APPLY?
- Send your resume at **hr@kics.edu.pk**
- Last date for application: May 05, 2023
- Keep the subject of your email as "Assistant Manager Accounts"
- Only shortlisted candidates will be called for the Test/interview.