



Accounts Officer - Job Description

Title: Accounts Officer
Number of Position(s): 01 - Contract
Reports To: Project Director - KMP

Summary:

The Accounts Officer has responsibility for the accounting functions of Project Management Team, Karachi Mobility Project. The Officer will provide the necessary support to in ensuring that the financial affairs are conducted in a transparent and professional manner and financial records are in accordance with all applicable laws, rules, and regulations.

Job Duties /Responsibilities:

The major responsibilities of the Accounts Officer include but are not limited to the following:

- Assist in accounting functions inclusive of taxation and audit matters of the project.
- Assist in annual budget making process by providing requisite support and timely analysis/forecasting of recurrent expenditures of the project.
- Ensure that adequate financial controls are applied on all payments to maintain propriety and proper accountability of expenditures
- Ensure that financial transactions are properly authorized, recorded, have adequate supporting documentation, filed, maintained, and can be easily extracted for the purpose of preparing financial statements and financial audits
- Process payments, develop, maintain, file, and archive all relevant documents/ complete audit trail of transactions (vouchers, invoices, supporting documentation etc.)
- Preparation and submission of withholding tax returns and payment of taxes withheld as a withholding agent into government treasury
- Proper maintenance of all Financial record and its timely updating after each transaction
- Prepare and submit timely and reliable financial documents and financial reports whether required for routine reporting or urgent management decisions
- Providing and interpreting financial information as and when required
- Carrying out petty cash and bank account reconciliations on regular basis or at such other frequency as may be required
- Liaising with auditors to ensure annual audit process is carried out
- Developing external relationships with appropriate contacts, e.g. auditors, service providers and bankers
- Ensure compliance with World Bank's financial policies and procedures as well as all applicable laws, rules, and regulations and
- Perform other related duties as required.

Education and Experience

- ACA / ACMA / ACCA/ MBA Finance from a HEC recognized university. Higher Qualification and/or Foreign qualification will be considered an added advantage.

- At least 7 years of post-qualification relevant experience including 3 years in a similar role is highly desirable. Experience with Public Sector Company would be an added advantage.
- Specialized Training - Financial Management, Bookkeeping, Financial Reporting, Audit, Taxation, Procurement Management, STEP or any other training considered relevant for the position.
- Active Affiliations - Membership of relevant recognised Industry or Professional Organisations.

Work Conditions

Position is based in Karachi. Selection will be based on merit and competency.