

OPPORTUNITY TO EXCEL WITH A PRESTIGIOUS ORGANIZATION

The Institute of Chartered Accountants of Pakistan (ICAP) is established as an autonomous body under the Chartered Accountants Ordinance 1961 (the Ordinance). ICAP strives to promote professional excellence, provide best services to its stakeholders and safeguard public interest.

As a strategic initiative to institutionalize and operationalize the compliance & counselling review visits of the Training Organizations, SDAIs, RDAIs, APPs, and seeking KPIs of RAETs/RASS, ICAP has established a separate division within the Education & Training Directorate and is looking to induct bright and energetic individuals for the following positions:

MANAGER - COMPLIANCE & COUNSELLING REVIEW (LAHORE)

This position will be required to visit Training Organizations on a regular basis. Assist Training Organizations in performing their responsibilities towards training of Trainees, and review their documents necessary to ensure compliance with regulations. The incumbent will be responsible to prepare detailed-report of all visits, maintain the details in the ERP, and share the visit-report with the Training Organizations. In case of non-compliance with regulations, propose actions against the defaulting Training Organization. Additionally, in light of futuristic and current needs, ensure compliances by the SDAIs, RDAIs, APPs and other education providers.

The ideal candidate must be ACA with at least 3 years' experience. He / She must be willing to travel extensively within the country (average 12-days per month). Experience of working in any Training Organization and/or formal experience of close and deep interaction with active ICAP-Trainees would be preferred.

SENIOR OFFICER - COMPLIANCE & COUNSELLING REVIEW (THREE POSITIONS-ONE EACH IN KARACHI, LAHORE AND ISLAMABAD)

The position will be required to facilitate and accompany the Manager Compliance & Counselling Review in visits including the visits outside the city, but within the region. Assist in preparing the pre-visit-documents, seek necessary documents from Training Organizations, including maintenance of time sheets, skill-sheet, and all other documents required in compliance of the Directives. Liaise with education providers for compliance on Directives and maintain up-dated records of visits in the ERP, with strong follow ups.

The ideal candidate should have atleast 3 years' of relevant experience and must be Masters preferably in Business/Public Administration from a HEC recognized university. Professional Accounting Affiliates are equally encouraged to apply. The incumbent should have knowledge of the system of general monitoring & compliance of regulations with an ability to draft initial level of letters/emails/reports and conversant in handling ORACLE ERP. He / She must be willing to travel within the region (average 5-days per month). Experience of working in any Training Organization and/or formal experience of close and deep interaction with active ICAP-Trainees would be preferred.

Shortlisted candidates will be required to go through the Institute's selection procedure.

The position offers market competitive remuneration package depending on the candidate's profile plus benefits such as Group Health & Life Insurance and Provident Fund

Interested candidates may apply online through link <http://career.icap.org.pk> latest by Sunday
October 27, 2019.