

Accounts and Finance Manager

Premier Tubular Inspection Services: PTIS - Provide a wide range of quality inspection services, non-destructive testing services, NDT technician, calibration services and instrument calibration to our client in the energy sector. Premier Tubular Inspection Services has been the hallmark of high-quality non-destructive testing within the Energy sector. Started thirty years ago, PTIS has become the industry leader across regions. With its team of highly-trained and committed inspectors, PTIS is known in the industry for being pioneers in technology application.

Designation: Accounts and Finance Manager
Qualification/Specification: Partly Qualified CA (CAF) articles completed
Experience: 7-10 Years
Age: Minimum 40+
Gender: Male
Department: Accounts and Finance
Place of position: Karachi

IT Skills: Proficiency using Microsoft Office application suite including Word which includes Word, Excel, PowerPoint, flowcharts / Visio layout and other business software to prepare reports, notes, summaries and analyzes. Knowledge of SAP work. Must have strong analytical skills.

Technical Skills: Adhere to International Financial Reporting Standards (IFRS), Internal Auditing Standards, Risk Management Practices and Analytical Procedures.

Job responsibilities:

- Meets accounting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Maintains accounting controls by establishing a chart of accounts; defining accounting policies and procedures.
- Avoids legal challenges by understanding current and proposed legislation; enforcing accounting regulations; recommending new procedures.
- Protects organization's value by keeping information confidential.
- Oversees the daily accounting activities required to maintain the accounts/ finance of the company.
- Supervises, directs, and reviews the work of the accounting staff (including, but not limited to, cash reconciliations, trust account statement reconciliations, check runs, accounts receivable transactions, fixed asset activity, payroll, accounts payable transactions, debt activity, recording of revenue and expenses, etc.)
- Cash management (including placement/movement of funds in various trusts).
- Maintains organized set of detailed records and files to document financial transactions.
- Resolves complex accounting issues or assists other Authority personnel in resolving financial issues.
- Reviews general ledger on a monthly basis to ensure accuracy of posting.
- Ensures production of financial reports on weekly, monthly, quarterly & annual basis or as required.
- Coordinates monthly, quarterly, and annual closing activities.
- Makes and implements recommendations to improve accounting processes and procedures.

Share your CV at hr@premiertubular.com (Mention "Accounts and Finance Manager" in Subject Line) last date to apply: July 15, 2020