

## AN EXCITING CAREER OPPORTUNITY

The Institute of Chartered Accountants of Pakistan (ICAP) is established as an autonomous body under Chartered Accountants Ordinance, 1961 (the Ordinance). ICAP strives to promote professional excellence, provides best services to its stakeholders and safeguard the public interest. ICAP is looking to induct a dynamic and ambitious individual for the following position:

### **DEPUTY DIRECTOR / SENIOR MANAGER - KARACHI**

The position will report to the Chairman of Quality Assurance Board and Head of Quality Assurance Department.

#### **Key Responsibilities:**

- Attending QAB meetings and handling related areas including preparation of minutes and documenting key decisions of QAB meetings.
- Preparing Agenda and compilation of working papers for the QAB meetings.
- Preparing / reviewing letters to be issued to the Firms, AOB and review of QCR reports for ensuring quality.
- Reviewing contents of the QAB Annual Report and ensuring issuance within the prescribed timeline.
- Implement a system for tracking and resolving legal and regulatory issues identified during Quality Control reviews.
- Prepare responses on grounds of appeals for Appellate Board.
- Implement a system for tracking and resolving legal and regulatory issues identified during Quality Control Reviews.

- Ensuring fulfillment of requirements and requisite documentation before completion and issuance of QCR reports and after approval by the QAB. Improvement in internal control processes of the department.
- Working in liaison with Head of QAD for planning and ensuring completion of QCRs and other matters on timely basis.

#### **Education, Experience & Skills:**

- The ideal candidate should be a Chartered Accountant (CA) ideally having 05 years of practical work experience, knowledge of International Standards of Auditing (ISAs), International Financial Reporting Standards (IFRS), and Corporate Laws.
- The candidate should also have strong communication and report writing skills.

The position offers a market-competitive remuneration package and professional work environment. Shortlisted candidates will be required to go through ICAP's selection process. Please note that the employee retirement age at ICAP is 60 years.

Interested candidates may apply online through <http://career.icap.org.pk/> or share their resumes at [hrd@icap.org.pk](mailto:hrd@icap.org.pk) latest by **April 10, 2024**.