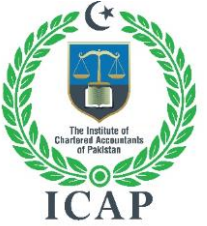


OFFICER (CONTRACTUAL)- LAHORE

ACCOUNTS AND FINANCE DEPARTMENT



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 devoted and energetic Officer, requirements of which are mentioned below:

Key Responsibilities:

- Assist in event fee collection, compiling monthly tax details, vendor payments, and bank reconciliations;
- Manage petty cash and utility bills for Lahore and regional offices;
- Ensure timely clearance of staff advances and payment processing as per ICAP's policies and procedures;
- Verify vouchers and maintain accurate financial documentation; and
- Scan and archive vouchers for monthly records and reporting.

Required Qualification, Experience and Skills:

- Must have a Bachelor's degree in Finance, Accounting, or related field from HEC recognized University/Institute, with preferably 1-2 years of relevant working experience.
- Have MS Excel skill or familiarity with accounting software and possess strong attention to detail.

Shortlisted candidates will undergo the selection process of ICAP. The position offers market-competitive remuneration package depending on the candidate's profile and a professional working environment.

Please note that the employee retirement age at ICAP is 60 years.

Eligible candidates may apply online using <http://career.icap.org.pk/> or send their updated resumes via email to hrd@icap.org.pk by October 08, 2025.