

SENIOR OFFICER / OFFICER (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 fee collections of events, monthly tax details, vendor payments, and bank reconciliations.
- Manage petty cash, utility bills of the office, ensure timely clearance of staff advances and process payments as per ICAP's policies and procedures.
- Verify vouchers and maintain accurate financial documentation / records for monthly reporting.

Required Qualification, Experience and Skills:

- The Candidate must hold a Master's / Bachelor's degree in Finance and Accounts or in a related discipline from HEC-recognized university with 2 to 4 years of relevant working experience.
- Experience in MS Excel or has 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 and benefits as per ICAP's policy along with a professional working environment. Please note that the employee retirement age at ICAP is 60 years.

Eligible candidates may apply online using <https://career.icap.org.pk/> or email their resume to hrd@icap.org.pk by October 14, 2026.