

Situation Vacant
Network of Disaster Management Practitioners Pvt. Ltd. (NDMP)

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Job Description

POSITION TITLE

Finance/Audit Officer

POSITION BASED IN

DHA-2 Islamabad

CLIENT'S DETAIL

The Network of Disaster Management Practitioners (NDMP) is a consultancy firm situated in DHA-2 Islamabad since September 2011. The NDMP is registered with the Security Exchange Commission of Pakistan (SECP) under Company Ordinance 1984 and pouring valuable contribution in the field of Disaster Risk Reduction with a vision towards "endeavoring community resilience and sustainable development through participatory approach". NDMP shares expertise in all spectrum of the Disaster Management through network of experienced, devoted and highly skilled Disaster Management Practitioners from inside and outside Pakistan.

In order to capacitate the operational capabilities of NDMP, we require services of Finance/Audit officer to further support team in maintaining up-to-date financial records.

GENDER

Equal Opportunity Employer

AGE

25-35 Years

TERMS OF REFERENCES (TORs)

- Prepare cheques after considering withholding tax and GST amount (where applicable) as per requirements of the FBR.
- File monthly tax returns as required by FBR.
- Prepare payroll sheet on prescribed format, get approval from CEO and complete all process of salary disbursements.
- Monitor the funding situation, and prepare the funding grid at the end of each month.
- Maintain close liaison with the specified Auditor for smooth audit on yearly basis.
- Prepare tax challans and manage to deposit in government treasury.

- Prepare monthly EOBI challans through web portal of EOBI and manage to deposit on time in bank.
- Bank reconciliation on monthly basis.
- Entry of all type of vouchers (Cash, Bank and Journal) through accounting software **QUICKBOOK** in respective heads.
- Maintain all files of vouchers with supporting bills/invoices and other documents in hard and soft forms.
- Maintain petty cash and posting in to software. Also send daily cash position to CEO on prescribed format.
- Prepare and maintain overall cash flow statement on prescribed format.
- Any other task assign by the supervisor.

REQUIRED QUALIFICATION AND EXPERIENCE

- Graduate /Professional degree in finance or accounting
- 5 years of relevant work experience (Experience in preparing budgets, cash flow statements and financial plans)
- Hands on experience in using **QUICKBOOK software**
- Working experience with audit firm is highly desirable.
- Excellent command of QUICKBOOK software and MS Office.

SALARY

Negotiable, comparable to qualification and experience.

TO APPLY

Please send your resume, and fresh photo at hr@pakndmp.com by **September 30, 2020** in WORD FORMAT. Incomplete or Irrelevant CVs will not be entertained. Please mark the title of the post applying for in the Subject line.