



TERM OF REFERENCE (TOR) & JOB DESCRIPTION OF ASSISTANT MANAGER ACCOUNTS

1. JOB DETAILS:

Position Title:	Assistant Manager Accounts, PHIMC	Reports to:	Deputy Manager Accounts, PHIMC
Location:	Head Office, Lahore	Department:	Finance & Accounts

2. JOB PURPOSE:

The job purpose of the AM Accounts is to assist Deputy Manager Accounts to carry out daily Accounting Transactions.

3. JOB DESCRIPTION:

- o Overall Supervision of Accounts.
- o Utilization of Budgets under Financial Rules.
- o Reconciliation of Bank Accounts and support accounts operations.
- o Pre-audits, verifies, and processes employee expense claims reviewing rules for compliance.
- o Preparation and disbursement of Salaries and wages within stipulated time.
- o Maintain all necessary Books of Accounts.
- o Process all Purchase invoices and process payments to consultants and service providers as per the terms of contract.
- o Posts financial data to appropriate accounts according to instructions.
- o Consolidates and prepares monthly, quarterly and annual accounts.
- o Coordinates internal and external audits.
- o Monitors cash flow and petty cash.

4. JOB SPECIFICATION:

Qualification:

16 years of formal education with degree in Finance / Accounting / Commerce from HEC recognized institute / CA Inter

Experience:

Minimum 1 year of relevant experience. Preference will be given to candidates who have completed their articles.

Age Limit:

Not more than 35 years on the last date of receipt of the application.

5. COMMUNICATION AND WORKING RELATIONSHIP:

Internal: All wings of PHIMC, Manager Finance, Additional Director Finance, and CFO

External: All relevant Departments and AG Office.