



TERM OF REFERENCE (TOR) & JOB DESCRIPTION OF OFFICER ACCOUNTS & FINANCE

1. JOB DETAILS:

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

2. JOB PURPOSE:

The job purpose of the Officer Accounts / Finance is to assist Manager Finance & Assistant Manager Accounts to carry out daily accounting transactions.

3. JOB DESCRIPTION:

- Processing of all transactions.
- Relationship with banks & other Government departments for correspondence.
- Maintain all necessary books of accounts.
- Coordinate with internal and statutory auditors.
- Preparation and disbursement of Salaries and wages within stipulated time.
- Post financial data to appropriate accounts according to instructions.
- Prepares monthly, quarterly, and annual accounts.
- Process reimbursement of petty cash and employee's claims.

4. JOB SPECIFICATION:

Qualification:

16 years of formal education with degree in Finance / Accounting / Commerce from HEC recognized Universities.

Experience:

Fresh Graduates are encouraged to apply.

Knowledge & Skills:

- Knowledge of methods, practices, and terminology used in accounting.
- Proficient user of finance software.
- Working knowledge of all statutory legislation and regulations.

Age Limit:

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

5. JOB CONTEXT/OPERATING ENVIRONMENT & COMMUNICATION:

Direct Reporting to: Assistant Manager Accounts, Manager Finance, and Additional Director Finance.

Communication:

Internal: All wings of PHIMC, Additional Director Finance, & CFO

External: All relevant Departments and AG Office.