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| **Job Description** |
| **Job Profile** |
| Job Title | Regional Accounts Manager - Multan |
| Job Location | Region office |
| Function/ Department | Finance |
| **Profile Benchmarks** |
| Minimum Qualification | ACCA, M-COM, MBA/MPA (Finance). |
| Experience Required | At least 5 years of relevant experience. |
| Knowledge and Skills | * Accounting & Financial Software knowledge.
* Excellent communication and interpersonal skills.
* Proficiency in using computer (MS Office, Internet etc.).
* Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles & International Accounting & Auditing Standards.
* Knowledge of Federal and Provincial financial regulations.
* Ability to analyze financial data and prepare financial reports, statements and projections.
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| **Job Description** |
| Job Responsibilities | * Apply accounting principles to analyze financial information and prepare financial reports by compiling information, and utilizing appropriate accounting & internal control procedures in the region.
* Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
* Monitor and review accounting and related system reports for accuracy and completeness of areas & school level for better internal control.
* Vendor’s sourcing and analysis of received quotations regarding supplies.
* Prepare and review budget, expense, invoices, and other accounting documents.
* Maintain proper bookkeeping of regional bank account, cash book and advances.
* Ensure timely closing of advances related to region, areas and schools.
* Analyze expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
* Bank and financial institutions matters including bank reconciliation.
* Record safety and secrecy measurement.
* Support internal audit of Schools, Areas, and Regions and implement recommendations as agreed.
* Supervise the input and handling of financial data and reports for the region.
* Develop the annual operating budget and consult with departmental management on the fiscal aspects of program planning, and other administrative actions.
* Have experience of managing financials/ accounting/ reporting of a medium size entity like worked as next to CFO.
* Having experience of managing bank accounts, dealing with banks, bank reconciliation.
* Having experience of dealing with wide range of individuals, whether reporting to him/ her or not.
* Have experience of procurement/ vendor payments and their review / approval.
* Have experience of SOPs development/ continues improvement.
* Last but most important, willing to contribute in the vision/ mission of TCF.
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| Apply at: | <https://careers.tcf.org.pk/job/regional-accounts-manager-multan/>  |
| Expected Joining Date | ASAP |
| Company Profile or Website: | https://www.tcf.org.pk  |