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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. |
| **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. |
| 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 |