

JOB DESCRIPTION CARD
ACCOUNTANT – COMPANY’S HEAD OFFICE

1. **Position Description**

Job Title	Accountant	Department/ Division	Accounts
Reports to	AO, AMF and SMF	Location	Rawalpindi
Terms of Service	Permanent	Grade	6

2. **Qualification**

- a. CA inter /ACCA part qualified
- b. M.Com

3. **Experience Required** At least two years’ experience with a reputed Company / completed articles with an Audit firm. In case of industry experience, practical experience for maintaining ledgers / book keeping, preparation of financial statements and financial reports is required. Experience of working on an accounting software is preferred.

4. **Duties and Responsibilities**

- a. Preparation of Minute Sheets of Accounts Section.
- b. Preparation and posting of vouchers in Accounting Software.
- c. Bank Reconciliation on a monthly basis.
- d. Preparation of Uniform System of Accounts for submission to NEPRA (annually).
- e. Preparation of cash balance (required basis).
- f. Preparation of monthly internal reporting.
- g. Preparation of Budget Vs Actual.
- h. Assist in preparation of Monthly/ Delay/ Passthrough Invoices to CPPA-G.
- i. Assist in preparation of Indexation of tariff components.
- j. Assist in preparation of Annual Budget.
- k. Assist in preparation of Financial Statements and liaison with Internal or External Auditors
- l. Any other duty assigned by AO and AMA.