

CAREER OPPORTUNITY

Deputy Manager (Finance & Accounts)

Position Based in	: Karachi – Pakistan
Gender	: Either (Females are encouraged to apply)
Age	: 29-31 years (May be relaxed by +/-2 years)
Qualification	: CA (Part Qualified), or ACCA/ICMA
Professional Experience	: 4-6 years of relevant experience

Key Accountabilities / Responsibilities:

- The person is required to e-file monthly sales tax return at FBR / SRB, e-file annual sales tax return.
- Preparation, reconciliation & Submission of quarterly and annual withholding statements.
- Monthly reconciliation of Sales Tax Payable with Sales Tax Returns.
- Preparation of details for onward submission to FBR for income tax / sales tax audits / withholding monitoring.
- Preparation of details for tax audits, Notice / Show cause and withholding income tax monitoring. Withholding tax monitoring and Audit has been tremendously increased since last three/four years, therefore an experienced person having familiarity with dealing notices/show cause and FBR audits/monitoring is mandatory.
- Supervise Accounts Payable.
- Monitoring of advances to suppliers and follow-up for their adjustments.
- Prepare projected Cash Flow to avoid overdraft & interest charges.
- Liaison with banks for negotiations of interest rates, renewal of banking facilities, opening & retirement of LCs etc.
- Assist Manager Treasury in execution of investment as per BIRC directives ensuring adherence to procedural, legal formalities.
- Undertake any other task or function as maybe desired by the management.

Required Skills:

- Strong knowledge of financial regulations, accounting principles, and reporting standards.
- Proficiency in accounting software and financial management systems (e.g., ERP systems).
- Excellent leadership, communication, and problem-solving skills.
- Ability to work under pressure and meet deadlines.
- Detail oriented and diligent.

Interested candidates may apply at hr@security-papers.com. Last date to apply is **February 18, 2025**. Only shortlisted candidates will be called for interview.