



**Bahria  
Foundation**  
*a trusted*



## Associate – Treasury

### Qualification:

BBA (Finance)

### Experience:

2 To 3 years of relevant experience.

### Skills:

- Basic treasury and cash management knowledge
- Financial record-keeping and documentation, MS Office proficiency (especially Word, Excel & Power Point), Basic knowledge of financial ratios.
- Attention to detail
- Strong numerical accuracy,
- Integrity and confidentiality,
- Time management,
- Effective communication, Team collaboration.

### Key Job Responsibilities:

- Coordinate with concerned banks as Relationship Executive and also assist in preparing Consolidated fund position with respect to cash flow management.
- To Facilities Banks Account Opening and Closing process.
- To Coordinate with banks for Routine Transactions and proper documentation.
- Facilitate Deposits, Bank balances, RTGS, payments and Forex on timely basis.
- To maintain a record of Treasury transaction with compliance and policies according to authorization
- Facilitate Bank Guarantees/LCs for Bahria Foundation's business operations and maintain proper documentation
- To assist in filing of Treasury and Investment Documents.
- To assist in preparing Consolidated Bank Guarantee position.
- To assist in preparing reports of capital market investment.

Interested candidates meet the above criteria forward CVs at

**[careers@bahriafoundation.com](mailto:careers@bahriafoundation.com)** latest by

**05 March 2026**

**Location: 6<sup>th</sup> Floor, Bahria Complex II. M.T Khan Road, Karachi.**