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## Assistant Manager Finance (MWO)

### Role Summary :

This is a full-time, on-site role located in Pakistan for an Assistant Manager Finance & Accounts (MWO Pillar). The incumbent will be responsible for preparing financial reports, managing budgets, monitoring financial performance, ensuring compliance with financial regulations and providing financial data for decision making.

### Qualification:

MBA (Finance) or equivalent qualification with specialization in Business Administration, Accounting, or Financial Management. ACCA qualification will be preferred.

### Experience:

3 to 4 years of relevant professional experience

### Skills:

- Strong understanding of International Financial Reporting Standards (IFRS).
- Good working knowledge of accounting practices, including the maintenance and handling of financial records.
- Proficient in MS Word, Excel and PowerPoint operating systems.
- Good communication, coordination and teamwork skills.

### Key Job Responsibilities:

- Maintain accurate books of accounts and records in line with modern accounting standards and IFRS.
- Prepare and consolidate annual cash flow for MWO.
- Ensure timely filing and deposit of all federal and provincial taxes (FBR, SRB, BRA, etc.).
- Provide support during internal and external audits and manage fixed assets.
- Supervise financial staff and manage payables, receivables and fund flow efficiently.
- Coordinate with IT for system maintenance and upgradation of the Financial Accounting System.
- Oversee salary disbursement for daily wagers and ensure accurate bank reconciliations.
- Assist in budget preparation and financial reporting for management review.
- Ensure timely payments to vendor and proper recording of payments received
- Perform other accounting/finance-related duties as assigned by management.

Interested candidates meet the above criteria forward CVs at  
**careers@bahriafoundation.com**  
with position title in subject line, latest by 31<sup>st</sup> March 2026