
	Document #: CTC-HR&OPS-7.2 & 3-001	Revision Date: 00
	Title: JD- Manual	Revision # 00

19. Finance Officer- G 4

Position & Grade:	Finance Officer- G 4	Department & Location:	Accounts & Finance -Head Office		
Reporting To:	Manager Finance	Staff under Supervision:	2 -Associates		
Next Career Level	Senior Finance Officer	Position Status:	Contractual		
Position Summary	Overall purpose of the job is to look after financial functions of the company and to Organize and supervise other activities (Invoicing, Assignment budgets, Transfer of funds etc.)				
Job Responsibilities	<ul style="list-style-type: none">• Preparation of all the Bank Payment Vouchers, Bank Receipt Vouchers and Journal Vouchers and entering them in the QuickBooks• Working on Database for Daily Dash Board• Working of withholding tax deduction on the basis of current rates• filing the monthly withholding tax returns• Record keeping of the Withholding tax deduction certificates/challans and their timely delivery to the vendors• Adjustment of the staff advances after receiving the approved bills• Arrangement of Supporting for Payment and Receipt Vouchers• Bank visits for office works - Whenever required				
KPIs	<ul style="list-style-type: none">• Daily Dash Board – Projects Financial Operations• Weekly Cash Forecast, Receivables, Payables• Weekly Tax Payment• Monthly Final Accounts				
Job Specification	Education	Bachelors or ACCA/B.COM	Experience:	4-5 years relevant experience	
	Certification/ Specialized Diploma:	Financial System	Travelling Required:	30% to 40% field visits	
Competency Framework	Competency	Level			
		Foundation	Intermediate	Advanced	Expert

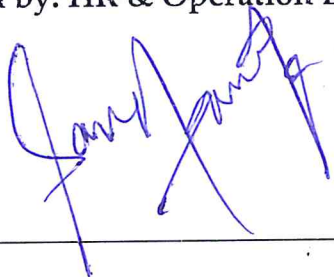
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Competencies	Communication			√	
	Team Work			√	
	Decision making			√	
	Self-Directed		√		
	Computer skills			√	
	Analytical			√	
	Planning and organizing		√		√
	MS Office				
	Time Management			√	

Receipt and Acknowledgement

By signing this statement, I acknowledge that I have received a copy of the Job description, CTC ESR and Employee handbook issued by CTC HR department. I also acknowledge that I have been oriented on these policies and procedures by CTC team at the time of induction and I am familiar with its contents and agree to abide by all the conditions of employment outlined therein.

Issued by: HR & Operation Department



Accepted by: Nadeem Khan

Signature: 

Date: _____

Job Description:

Activity	Frequencies		
	Daily	Weekly	Monthly
Preparation of all the Bank Payment Vouchers, Bank Receipt Vouchers and Journal Vouchers and entering them in the ACCPAC	√		
Working of withholding tax deduction on the basis of current rates filing the monthly withholding tax returns	√		
Record keeping of the Withholding tax deduction certificates/challans and their timely delivery to the vendors			√
Adjustment of the staff advances after receiving the approved bills from operations department	√		
Filing all the documents in their respective files and vouchers in their monthly files	√		
Any other task assigned by the line manager			