

## CAREER OPPORTUNITY FOR MNC CLIENT



### Looking for JM Finance Support (FEMALE) -WTS- Workplace & Travel Services

#### Job Description:

Job Title: **Junior Manager Finance Support- WTS**

Job Location: Lahore

Job Summary: Proven record of managing superior facilities regarding finance, Operations and customer services, Admin related tasks, Fleet Management, Corporate events, Planning, Organizing & Time Management.

#### Job Specification:

Qualification: BBA (Finance), MBA (Finance), ACCA, CMA, Masters in Finance

Experience: 2 Years

Skills: Time Management, Meet the deadlines, Stress handling grip, MS Office

#### **Responsibilities:**

- Annual budgeting for Lahore Office & Guest Houses.
- Regular monitoring of actual expenses against budget & variance analysis
- Carry cost-benefit analysis as required assisting in making management decisions of current and proposed programs.
- Petty cash management (processing of petty cash expenses & reconciliation of cash in hand)
- Coupa Management for rising of PRs, POs & RCs against expenses.
- Payment & reconciliation of utility bills
- Vendor Management (including timely payments, resolution of vendor queries, update of new rates & catalogue etc.)
- Record keeping for all transactions.
- Ensure cost allocation to the correct CRG as part of month end closing
- Responsible for cascading & implementation of internal controls & SOPs from Head Office.
- Stakeholder management with the CD teams.
- Working on employee well-being projects.

Interested candidates may send their profiles at [hr@stepsahead.com.pk](mailto:hr@stepsahead.com.pk) till December 23, 2019.

**Do mention Job Title (JM-Finance-Lahore) in subject line**