

Leading MNC-FMCG Client is urgently looking for
Assistant Manager Finance - Supply Chain
Locations: Head Office - Karachi



Assistant Manager Finance

- Education: CA Finalist/ACCA
- Experience: 1-2 years.
- Salary: up to 110K

Objective:

- Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc.
- Perform routine calculations to produce analyses and reports as requested by the finance department.
- Help oversee and manage individual accounts, purchase orders.
- Create, send, and follow up on billing invoices, vendor coordination.
- Review and adhere to department budgets.
- Collect and enter data for various financial spread sheets.
- Review and audit financial statements and reports.
- Managing cash flow.

Key Responsibilities:

- Deep knowledge of ERP system such as business analysis
- Exceptional knowledge of accounting procedures
- Wide knowledge of governmental accounting principles and practices
- Ability to prepare GAAP and SEC reports
- Proficient in financial concepts and practices
- Solid understanding of computers and preparing financial reports

Skills Required:

- Having an aptitude for numeracy thrive.
- Should have a strong understanding of these programs:
 - Accounting software (CODA Dream, QuickBooks)
 - Database software (Microsoft Excel)

Candidates having relevant experience and qualification can send their updated profile at hr@stepsahead.com.pk, mentioning **“AM FINANCE - Karachi”** in subject line, till January 26, 2020.