

**Job Title: Deputy Manager/Accounts Expert****Reporting to:** Director Accounts**Job Group:** OP-4**Department:** Finance**Why should you join us?**

Universal Service Fund (USF), a State-Owned Organization is established as company under Section 42 of the Companies Ordinance, 1984 (now Companies Act, 2017) and registered with the Securities and Exchange Commission of Pakistan (SECP) by the Ministry of IT & Telecom, Government of Pakistan.

Universal Service Fund (USF) offers a unique opportunity to contribute to meaningful national projects in the rapidly evolving Telecom Sector. By becoming part of USF, you'll work in a dynamic environment that values diversity, integrity, innovation, and growth. The organization provides a collaborative and forward-thinking workplace where professionals can excel and develop their skills.

Moreover, with competitive market-based remuneration, opportunities for career growth, and the chance to be part of a team driving national progress.

The position will be contractual for an initial period of Three (03) years with further extension on satisfactory performance.

Interested candidates may apply online through website: <https://www.njp.gov.pk/>.

The individuals who fulfill the below-mentioned eligibility criteria may apply for the following position:

**Goals**

- Preparation of timely and accurate accounts in line with relevant accounting standards
- Maintain accounting operations, including payables, receivables, and journal entries.
- Coordinate for timely execution of internal and external audits and government audits.
- Assist internal controls, compliance with laws, and documentation of financial procedures.
- Maintain up-to-date records and reporting in the ERP and accounting systems.
- Subsidy disbursement register on actual basis updated fortnightly

**Your Typical day at work**

- Recording financial transactions including preparation of recording documents
- Maintain Cash books, general ledgers, Trail balance and prepare monthly, quarterly, biannual and annual financial statements
- Prepare notes to accounts of financial statements
- Prepare schedule and supporting information to notes to the accounts
- Maintain suppliers' ledgers for payable and receivable
- Maintain asset record, register and ensure accurate depreciation calculations
- Ensure reconciliation of bank accounts
- Payroll accounting, taxation, recording and related tasks
- Coordinate with internal, external, and government auditors for interim and final audit processes, providing required schedules and supporting documents

- Maintain management information reports for financial transactions
- Maintain general ledger
- Maintain accounts payable, receivable and oversee bank reconciliation
- Use ERP and BI tools for streamlined accounting operations and data analysis.
- Support in managing and processing payments via various methods (checks, wire transfers, etc.) to vendors, suppliers, employees, and other stakeholders, ensuring accuracy, compliance, through AGPR

### Eligibility Criteria

#### Education:

- Bachelor's degree in Accounts or Finance from a HEC recognized institution.
- Partial completion of a Professional Accountancy certification along with a degree from an HEC-recognized university, or full completion of the certification, will be considered an added advantage.
- Maximum age 35 years on the date of closing of advertisement (last date of application)

Candidates meeting the eligibility criterion and below experience will only be short listed

#### Work experience:

- Minimum cumulative 5 years of experience in the areas of Accounting, Finance, and Audit.
- Preparation of financial statements, dealing with internal, external and government audits. Subsidy based project financing and related accounting treatment.
- ERP-based financial systems and reporting tools.
- Application of tax laws and procedures

### Functional Skills / Knowledge Areas

- Experience of financial management systems and ERP tools.
- Knowledge of public sector financial operations, audits, and compliance.
- Excellent communication, coordination, and analytical skills.
- Ability to translate complex financial data into actionable insights.
- Proficiency in MS Office Suite and Database Tools.
- Capable of working independently and collaboratively with cross-functional teams.