Job Description - Assistant Manager (Accounts & Finance)

Position Title: Assistant Manager (Accounts & Finance)
Entity: PIA Holding Company Limited (PIAHCL)
Reports To: Deputy General Manager / Manager (Accounts & Finance)
Location: Head Office - Islamabad
Grade/Level: Junior Management

Position Summary

The Assistant Manager (Accounts) will be responsible for assisting in the preparation and maintenance of financial records, supporting statutory and management reporting, ensuring compliance with applicable regulations, and contributing to the effective functioning of the finance department. The role requires strong accounting knowledge, attention to detail, and the ability to support financial controls and processes in line with international accounting standards and best practices.

Key Responsibilities

Financial Accounting & Reporting

- Assist in preparation of monthly, quarterly, and annual financial statements in compliance with IFRS and Companies Act, 2017.
- Maintain accurate general ledger entries, reconciliations, and supporting schedules.
- Support consolidation of subsidiary accounts for group reporting.

Budgeting & Forecasting

- Assist in preparation of annual budgets and forecasts.
- Track expenditures against approved budgets and report variances to management.
- Provide financial data and analysis to support decision-making.

Compliance & Audit Support

- Ensure compliance with SECP, tax laws, and SOE Act 2023.
- Support internal and external audit processes by preparing documentation and responding to audit queries.
- Maintain proper record-keeping and statutory filings.

Accounts Payable/Receivable & Treasury Support

- Process vendor payments, employee reimbursements, and related transactions in a timely and accurate manner.
- Maintain records of receivables and coordinate with stakeholders for collections.
- Support treasury operations, including bank reconciliations and cash flow monitoring.

Qualifications & Experience

Education:

- CA, CA (finalist), ACCA, CPA, CMA, or Bachelor’s with 16 years of Education in Finance/Accounting from a recognized institution.

Experience:

- Minimum **03 years of relevant professional experience** in accounting/finance, preferably in a large corporate, SOE, or regulated industry.
- Experience with ERP/accounting software will be an added advantage.

Skills & Competencies:

1 Strong knowledge of accounting principles, IFRS, and regulatory requirements.
2 Proficiency in Microsoft Excel and financial systems.
3 Analytical mindset with attention to detail & accuracy, Good communication skills.
4 High ethical standards, integrity, and professionalism.

Remuneration & Benefits

- Competitive salary package commensurate with qualifications and experience.
- Benefits as per company policy and market best practices.