

Finance Manager Required

Notre Dame Institute of Education (NDIE), Karachi requires a full-time Finance Manager.

The Finance Manager will be responsible for managing all accounts related activities and related business information, preparing overall and each programme's budget as well as analyzing and reporting financial performance of the institute.

Required Qualification & Experience

The candidate should have one of the following qualifications:

- ACCA from a recognized chartered institute or university
- MBA Finance from a recognized chartered institute or university
- CA at least level E
- Other equivalent qualifications or experience in the relevant field

The candidate should have served for at least 3 years in a reputable organization in the field of finance and have command over preparing budget, financial statements, business and statutory reports. The candidate should have thorough understanding of financial auditing, employee taxation, employee insurance and EOBI laws, rules and regulations. The candidate must be proficient in MS Office and have worked on some accounting software.

Please send your CV, testimonials, CNIC and a recent passport size photograph with two references to:

Director
Notre Dame Institute of Education (NDIE)
St. Patrick's High School Campus
Saddar, Karachi 74400
Tel: 0213-2781456-7
Email: ndie@cyber.net.pk

Last Date to submit the required documents: July 11, 2016

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