

Position	Assistant Finance Manager
Function	Finance
Reporting	Finance Manager
Qualification (1) Part Qualified from recognized body of professional accountants (ICAP/ICMAP/ACCA etc.) or Bachelor's degree in Finance, Accounting, Commerce or a related discipline from an HEC-recognized institution. Experience (1) Minimum 5 years of relevant experience in finance, accounting, budgeting, or audit. (2) Strong command of financial systems, reconciliations, reporting, and MS Office. (3) Knowledge of public sector financial procedures will be an added advantage. Roles & Responsibilities Assistant Finance Manager will have the following roles and responsibilities: Chart of accounts (1) Prepare and update chart of accounts as per PSF company policy and submit to Finance Manager for review; (2) Prepare all the Journal Vouchers, Payment Vouchers, Receipt Vouchers and Petty Cash Vouchers based on expense / vendor payment summary received from Finance Executive; Planning and budgeting (3) Prepare budget activity schedule and submit to Finance Manager for review; (4) Coordinate with all departments of PSF company to prepare the annual budget for each department; (5) Assist Finance Manager in preparation and consolidation of PSF operations / regular budget of PSF company; (6) Prepare department wise variance analysis of budget and forward to Finance Manager for review; Treasury management (7) Obtain bank statements from respective bank branch for all bank accounts; (8) Prepare bank reconciliation statement as per defined timeline for each bank account of PSF company on a monthly basis and submit to Finance Manager for review; (9) Verify the head of account wise petty cash summary of PSF company; Accounting for fixed assets (10) Prepare the depreciation schedule / working for fixed assets of PSF company as per policy; (11) Prepare asset addition / disposal form and update and record assets addition / deletion in fixed asset register and books of accounts of PSF company; (12) Prepare request for disposal of asset and submit to Finance Manager; Other receivables, advances and deposits (13) Prepare the aging report of receivables and submit to Finance Manager for review;	

Other payables, accruals and deposits

- (14) Maintain a list of vendors and update the same on a periodic basis;
- (15) Check that all payments are made in vendor's name;
- (16) Prepare the expense / vendor payment summary specifying vendor details, department details, budget availability and utilization till date;
- (17) Submit the expense / vendor payment summary to Finance Manager for review and

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payment processing along with all the supporting documents; Provisions, contingent assets and liabilities (18) Obtain the information from departments of PSF company for assessing and recording of provision in the books of PSF company; (19) Check the criteria for recording of provision, contingent assets and liabilities; (20) Record the provision and prepare disclosure for the contingent assets and liabilities at the time of preparation of accounts after obtaining approval from management; Accounting for revenue (21) Generate Bank Receipt Voucher for recording the receipt of revenue / income into designated bank account of PSF company; (22) Prepare Journal voucher for recording of accrued revenue; (23) Post entry in books / general ledger for recording of revenue / income; Expense management (24) Prepare salary sheet based on verified staff movement detail; (25) Prepare department wise payroll reconciliation of current month with the previous month; (26) Prepare bank transfer letter for transfer of salaries to employees; (27) Pass necessary accounting entries in the books / general ledger based on approved Journal Vouchers, Payment Vouchers, Receipt Vouchers and Petty Cash Vouchers; Financial statements closing process (28) Implement the monthly closing schedules of PSF company; (29) Prepare the monthly trial balance and financial statements; (30) Prepare the annual financial statements as per policy of PSF company; (31) Identify adjusting entries to be posted in general ledger at the end of each month; (32) Prepare list of entries posted in the system at the end of each day and forward to Finance Manager; (33) Prepare a sheet for all adjusting entries along with their estimated value; (34) Post transactions after their due approval and enter the adjusting entries in general ledger; Maintenance of books of accounts and accounting records and coordination of internal audit and external audit of financial statements (35) Keep all finance related and other financial records at PSF Office and take timely backup of records in OneDrive or any other external hard drive as per PSF data backup policy;	

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Taxation (36) Verify the tax calculations prepared Finance Executive; (37) Handover cheques and tax deduction certificates to vendors / employees or their authorized representatives against acknowledgement and retain copies of cheques and tax deduction certificates; MIS reporting (38) Coordinate and obtain PSF operations related data from respective departments for preparation of monthly / quarterly / annual and submission of reports to respective regulatory authority / Government; (39) Prepare monthly / quarterly / annual reports for submission to respective regulatory authority / Government; and (40) Carry out any other tasks assigned by Finance Manager.	

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