

## **Business & Finance Executive**

BAJO Digital Ventures • Lahore District, Punjab, Pakistan (On-site)

## About the job

### **Role Overview**

We are looking for a versatile **Business & Finance Executive** to manage the company's day-to-day business & project-related activities while supporting management with financial analysis, budgeting, reporting, and business decisions.

The role requires someone who can work across **financial planning, reporting, cash flow, payments, business analysis, and management support** rather than being limited to traditional finance functions.

### **Key Responsibilities**

#### **1. Financial Operations & Accounting**

- Manage day-to-day finance operations, including accounts payable and receivable.
- Maintain accurate financial records, ledgers, invoices, receipts, and supporting documentation.
- Track incoming and outgoing payments and ensure timely settlement of financial obligations.
- Reconcile bank accounts, supplier accounts, customer balances, and other financial records.
- Coordinate with internal accounts and external auditors, banks, and financial institutions when required.

#### **2. Project Finance**

- Support feasibility studies and financial evaluation of new ventures, products, and market opportunities.
- Develop financial forecasts based on business plans, expected revenues, costs, and investments.
- Track actual performance against budgets and identify significant variances.
- Support management in evaluating the financial feasibility of new projects, partnerships, and investments.
- Prepare financial models, projections, and scenario analyses for business decisions.

#### **3. Management Reporting & Financial Analysis**

- Prepare regular financial reports and management dashboards.
- Provide management with financial insights to support strategic and operational decisions.
- Prepare ad-hoc financial analyses and reports for the CEO and senior management.

#### **5. Commercial & Business Finance**

- Support evaluation of new business opportunities, partnerships, suppliers, and projects from a financial perspective.
- Conduct cost, pricing, margin, ROI, and profitability analysis.
- Analyze landed costs, duties, taxes, logistics, and other commercial expenses for imports and international projects.
- Assist in preparing commercial proposals, business cases, feasibility studies, and investment analyses.
- Support due diligence for potential investments, partnerships, acquisitions, or new ventures.
- Review commercial terms and highlight financial risks and implications.

#### **9. Business & Project Support**

- Provide support to cross-functional projects and new business initiatives.
- Develop project budgets and monitor project financial performance.
- Work closely with operations, partnerships, and leadership teams.
- Maintain financial trackers for ongoing projects and strategic initiatives.

### **Additional Responsibilities**

- Support the CEO and senior management with finance-related decision-making.
- Prepare presentations and financial summaries for management meetings.

- Conduct financial and market research when required.
- Handle other finance, commercial, and business operations responsibilities assigned by management.

**Key Skills & Competencies**

- Financial analysis and financial modelling
- Budgeting and forecasting
- Management reporting
- Cost and profitability analysis
- Financial analysis
- Business case and feasibility analysis
- Strong Excel / Google Sheets skills
- Proficiency in financial AI tools like Claude, Perplexity, and others
- Attention to detail and numerical accuracy
- Problem-solving and analytical thinking
- Strong communication and cross-functional coordination
- Ability to work independently and manage multiple priorities

**Qualifications & Experience**

- Bachelor's degree in finance, Economics, Business, or a related field from a reputable university such as LUMS, GIKI, FAST, NUST, IBA, and any other
- Professional qualifications such as CFA (level 1 or 2) or relevant finance experience would be an advantage.
- Up to 2 years' experience in manufacturing, technology, investment, or diversified business environment is preferred; however, fresh graduates are also encouraged to apply

**Terms of Employment**

- Market-competitive salary
- Permanent position with 3 months' probation period

**How to Apply?**

Interested candidates can submit their CV to [hr@bajodigital.com](mailto:hr@bajodigital.com) with the subject: "**Business and Finance Executive**".