



## **JOB DESCRIPTION – ASSISTANT FINANCE MANAGER**

**Job Title:**

Assistant Finance Manager

**Reports To:**

Accounting Manager

**Location:**

E11, Islamabad (ONSITE)

**Timings:**

7pm to 4am (winters)

6pm to 3am (summers)

**Summary:**

The Assistant Finance Manager will support the Accounting Manager in overseeing the financial operations of the organization. This role involves managing financial records, analyzing financial data, and ensuring compliance with financial regulations. The ideal candidate will have strong analytical skills, attention to detail, and the ability to work collaboratively with various departments.

**Responsibilities:**

- Assist in the preparation of monthly, quarterly, and annual financial reports, ensuring accuracy and compliance with accounting standards.
- Help develop and monitor budgets, providing analysis and recommendations for cost control and efficiency improvements.
- Assist in the preparation for audits and liaise with auditors to ensure successful audit results and compliance.
- Oversee accounts payable and receivable processes, ensuring timely payments and collections.
- Conduct financial analysis and provide insights to support strategic decision-making.
- Ensure compliance with all financial regulations and standards, including tax filings and reporting requirements.
- Work closely with other departments to provide financial insights and support business initiatives.
- Identify and implement process improvements to enhance the efficiency and effectiveness of the finance function.
- Monitor cash flow, manage cash reserves, and forecast future financial performance.
- Assist in identifying financial risks and developing mitigation strategies.

**Requirements:**



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- **Education:** ACCA ,CA/CFA Qualified (CPA and CMA is a plus)
- **Experience:** Minimum of 3-5 years of experience in finance or accounting roles, preferably in a managerial or supervisory capacity.
- Experience leading a team previously
- Performance management and KPI development
- Budgeting and forecasting
- Experience dealing with customers and vendors
- ACCA, CA or CFA member either finalized or only a few steps from completing
- Experience with full cycle accounting process and should have worked at least 3 years in a relevant role
- Should have management skills
- **Technical Skills:** Proficient in Microsoft Office Suite, particularly Excel; experience with accounting software (e.g., QuickBooks, SAP, Oracle) is highly desirable.
- **Analytical Skills:** Strong analytical and problem-solving skills, with the ability to interpret complex financial data.
- **Attention to Detail:** Meticulous attention to detail and accuracy in financial reporting and analysis.
- **Communication Skills:** Excellent written and verbal communication skills, with the ability to present financial information clearly to non-financial stakeholders.
- **Organizational Skills:** Strong organizational and time management skills, with the ability to manage multiple tasks and deadlines.
- **Interpersonal Skills:** Ability to work effectively in a team environment and collaborate with colleagues across departments.
- **Leadership Skills:** Demonstrated leadership abilities and experience in mentoring or supervising staff.