

**Position: Staff Funds & MIS Officer**  
**Division: Finance Division**  
**Location: Head Office - Karachi**

Preferably ACCA/ MBA / ACMA / CA finalist with minimum 2 – 4 years of experience with Financial Services and HEC recognized University. Should have command over MS Office and must possess Analytical skills, numerical aptitude and good communication skills. Possess knowledge and experience in Financial / Management Reporting Analysis or Strategy Department. Understanding of monitoring and control process and procedures with good analytical skills and good financial analysis capabilities.

**Main Duties & Responsibilities:**

**Related to Staff Funds**

1. Managing Investments of the funds timely and effectively.
2. Getting Audit of the funds done when due within the timeline.
3. Getting Actuarial valuations of the funds done when due within the timeline.
4. Releasing Staff End Service benefits immediately while ensuring all SOPs.
5. Keep an eye on Funds' Bank statements.

**Related to Budgeting and MIS:**

1. Issue daily deposits and Advances MIS.
2. Assist in preparation of monthly MPR.
3. Assist in annual Budgeting process.
4. Any other task as may be assigned by supervisor or departmental head.