



Skills For Success

Management Associate Finance	Grade: 2
Job Reports to: Lead	Location: Lahore
Cadre: Management Associate	Direct Reports: N/A
Travel: N/A	Indirect Reporting: Head of Finance & Accounts

**Last date to apply: 30<sup>th</sup> October 2020**

### Getting to know PSDF



**i** **Our purpose**-You will be part of the largest skills development fund in Pakistan. PSDF's purpose is to shape the future and well-being of our poor and vulnerable youth by giving them access to skills training of the highest standard so they can find sustainable employment and income-generating opportunities in Pakistan and beyond.

**The impact we have created**-PSDF started its operations in the 4 poorest districts of Punjab. Since 2016, the geographical remit has expanded to the entire 36 districts of Punjab. PSDF has trained almost 300,000 underprivileged youth across Punjab, which includes 180,000+ male and 110,000+ female graduates. These graduates have been trained in approximately 250 demand-driven and market relevant trades across 10 sectors.

**Diversified and challenging team**-At PSDF, our team constantly works in a fast paced and challenging environment and needs someone who can match and deliver at our pace. We are looking for a passionate and innately talented individual who can actively pursue and drive the agenda of PSDF and is always ready to take up new challenges.

### How the Role looks like



**i** You will assist Associate Payable for smooth operational payments & Tax related Matters.

**The main opportunities and challenges for this role are to**

- Ensure all operational payments and timely disbursement to external/internal stakeholders.
- Facilitate in completing all tax (except Payroll related) matters i.e. timely deposits, monthly/annual returns etc.
- Provide audit justifications and resolving all financial queries of the management, related to non-Programme & Tax payments.



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- Ensure the compliance of Income Tax Ordinance, and all applicable & prevailing laws including the provisions of Companies Ordinance.
- Liaison with Auditors (Internal, External & Govt Auditors) to resolve all related queries.

## What do we expect you to achieve?



### **i** The main accountabilities for this role include

- Timely and accurate processing of all payments. 100% compliance.
- Timely deposit of WHT and returns.
- Smooth departmental operations.

## Are you the right fit for this job?



### **i** To apply, you must have

- Bachelor's degree with (Hons) / Master's degree, in the field of Finance / Accounts or equivalent, OR CA (Inter level) with completed articles.
- 0-1 years of experience in finance & accounts
- Basic knowledge of IFRS & companies' ordinance
- Basic knowledge ERP systems from operations point of view

### The required experience for this role requires you to have

- Expertise in MS Office
- Experience in ERP will be a preference

### To collaborate and perform effectively, the role requires you to

- Build strong relationships with External Teams i.e. External, Internal & DG Auditors
- Build strong relationships with Internal Teams: All PSDF User Departments.

### Preferred mindset and capabilities we are looking for:

- Results driven and persistent to get the desired results and takes ownership of actions.
- Innovative and has an aptitude to welcome and try new ways of doing things and push for their execution.
- Willing to strive for excellence and can anticipate challenges for continuous improvement.
- A team player with an aptitude to work with the mantra of one team by proactively supporting others to solve challenges.
- Demonstrates respect for all and can put things in perspective and gauge all actions through merit and performance.



## What are we offering?



**i** PSDF has a lot more to offer than a market competitive salary and perks. As a PSDF employee you will get:

- Professional development with the largest skills development fund in Pakistan.
- Opportunities to cultivate professional relationships and learn from the most talented people in the industry.
- A transparent, clean and liberating organizational culture.
- Meaningful and fulfilling work.

## Interested?



**i** Click on the link below to APPLY for this role.

<https://forms.gle/ZqPup5itAxgzpY6C7>