



## Assistant Manager Accounts

### **Deloitte Yousuf Adil, Chartered Accountants**

Member of Deloitte Touche Tohmatsu Limited

**Experience:** Minimum of 1-2 years

**Job Location:** Karachi

**Country:** Pakistan

**Positions:** 1

**Job Type:** Full time Contractual – USAID SCDP (till August 2018)

**Job Duration:** 12 months approximately

**Salary:** Market Compatible

### **Project Description:**

Deloitte Yousuf Adil, Chartered Accountants (Deloitte Pakistan) is contractor for USAID on Sindh Capacity Development Project (SCDP), a USAID three-year project that will support the sustainability of the Sindh Basic Education Program (SBEP). This will be done by ensuring stronger governance and improved public accountability in the education sector through systems building and institutional strengthening of Program Management and Implementation Unit (PMIU) and the School Education Department (SED) of the Government of Sindh.

SCDP aims to:

- Improve efficiency and effectiveness of the Program Management and Implementation Unit (PMIU) to manage and implement SBEP in an effective and transparent manner;
- Strengthen the effectiveness and impact of SBEP through the implementation of the monitoring and evaluation (M&E) plan and further disseminate knowledge to guide the education sector's M&E programs and practices in Sindh;
- Facilitate the systematic generation of knowledge on education challenges and innovative interventions and strategies to inform decision-makers for the improvement of education policies and programs in general and SBEP in particular;
- Strengthen capacities, systems and policies of the School Education Department (SED) to improve the education services in conjunction with the education reforms in Sindh

### **About Deloitte Yousuf Adil, Chartered Accountants:**

Deloitte Yousuf Adil, Chartered Accountants is a member of Deloitte Touche Tohmatsu Limited (DTTL), one of the largest professional services organizations in the world, with a workforce of 200,000 people in more than 150 countries. It is one of the Pakistan's leading professional services firm, provides audit, tax, enterprise risk services, financial advisory and consulting to a wide range of local and multinational clients.

The firm was established in 1972 and it has become one of the leading professional services firms in Pakistan. The firm is providing services to over 500 clients including both multinational and local companies. The firm has significant presence across manufacturing, services, commercial, financial and public sector entities in the country. The firm has a workforce of more than 600 people in 4 offices across the country. Our staff includes more than 100 qualified accountants, MBAs, IT experts and other technically qualified persons.

Deloitte Yousuf Adil, Chartered Accountants brings together clients, offers innovative solutions, and endeavors to exceed client expectations. The firm adopts a customized, responsive and personal approach towards client service and offers a complete range of services across various industries.



## Position Description and Role:

We are looking for highly motivated individuals with pleasant personalities and good organizational skills to work as an Assistant Manager Accounts. Must be able to understand all aspects of a typical business of education.

The Assistant Manager Accounts will report to the Manager Finance, and support the Chief of Party (COP) in overseeing all financial management aspects of the project in compliance with USAID regulations and DYA policies and procedures. Additionally, the Manager Accounts:

- Oversees the day-to-day financial management and accounting of the SCDP Contract;
- Maintains and manages accounts, in coordination with Deloitte Yousuf Adil's main accounting function;
- Prepares and tracks project budgets and budget projections;
- Reviews vouchers and payment requests, including proper back-up documentation to ensure compliance with DYA policies and procedures and USAID rules and regulations;
- Ensures timely payments to staff, consultants, and vendors;
- Calculates and issues payroll; calculates and submits payroll taxes to the authorities in coordination with DYA's main accounting function;
- Maintains complete, accurate and timely financial records in compliance with USAID and DYA policies and procedures; prepares and submits monthly financial reports as directed by DYA in timely manner and prepares all finance related recurrent and adhoc reports required by USAID.
- Maintains and oversees internal controls with direction from COP, Managing Partner, or Expert Finance;
- Prepares estimates of monthly cash projections and submits to Expert Finance;
- Ensures that funds are efficiently utilized and are available to support timely payment of all project and operations costs;
- Manages project bank accounts, reconciles monthly accounts and bank statements; submits invoices to USAID as per SF1034 form duly supported by calculations;
- Coordinates with DYA's local legal and accounting advisors; serves as liaison between local external audit firm and project management;
- Treasury management, including daily supervision of cash position and accounts;
- Management of financial filing system (both paper and electronic), in coordination with Expert Finance.

## Qualifications:

- Minimum of 1-2 years of financial management experience;
- Prior experience working on USAID & US Government-funded contractors in accounting, finance and administration;



- Qualified Chartered Accountant or Bachelor's Degree, in Accounting, Finance or related discipline; Advanced degree preferred;
- Excellent knowledge of accounting and tax requirements and USAID rules and regulations regarding accounting, finance, procurement, and human resources management;
- Strong organizational and interpersonal skills;
- Good computer skills including excellent knowledge of Microsoft Office® applications, particularly Excel;
- Effective communication skills, including excellent English language skills;
- Ability to establish and maintain effective work relationships with supervisor, DYA management, USAID, co-workers, and other project staff;
- Professional integrity and discretion in the handling of confidential information and data.

### **Your role as a leader**

At Deloitte we believe in the importance of leadership at all levels. We expect our people to embrace and live our purpose by challenging themselves to identify issues that are most important for our clients, our people, and for society and make an impact that matters. In addition to living our purpose, Assistant Managers across our organization:

- Utilize appropriate tools (e.g., financial models, scenario analysis) to assess performance and influence business decisions
- Ensure business unit forecasts, plans, and strategies are consistent with organization's goals and strategic initiatives
- Know how companies plan and forecast to determine optimal capital deployment
- Determine key financial metrics and enables efficient reporting by establishing procedures, guidelines, and systems
- View the Finance function as a strategic business partner and can articulate this to an executive level audience
- Demonstrate an understanding of others' needs and interests, and sensitivity to the organizational and political climate
- Adapt influencing approach to take account of individual and organizational sensitivities
- Encourages teams to collaborate within and across businesses and borders, proactively helps make connections
- Provide timely feedback to team members to drive high performance
- Recognize colleagues and teams for the impact they make, and helps connect their contributions with our broader purpose



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**Application Instructions:**

Please email a CV, letter of interest, and details of three professional references with names and contact information to **pkhumancapital@deloitte.com** no later than July 24, 2017. Please write "SCDP: Assistant Manager Accounts" in the subject line. All interviews will be held in Karachi.

Deloitte Yousuf Adil, Chartered Accountants is an equal opportunity employer.

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