



Senior Accountant

Deloitte Yousuf Adil, Chartered Accountants

Member of Deloitte Touche Tohmatsu Limited

Experience: Minimum 3 years

Job Location: Karachi

Country: Pakistan

Positions: 1

Job Type: Contractual – USAID SCDP (Till 30 April, 2019)

Job Duration: 9 months.

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 Education and Literacy Department (E&LD) 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 Education and Literacy Department (E&LD) 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 Objective:

- Oversees the day-to-day accounting transactions of the SCDP;
- Prepare bank reconciliations;
- Processes payroll;
- Ensures timely payments to staff and vendors withholds taxes deposits;
- Maintains and manages accounts and reports, in coordination with Deloitte Yousuf Adil's main accounting function;
- Prepares vouchers and payment requests, including proper back-up documentation to ensure compliance with policies and procedures;
- Maintains complete, accurate and timely financial records, prepares and submits monthly financial reports as directed in timely manner and prepares all finances related recurrent and adhoc reports.
- Maintains and oversees internal controls with the direction of Expert Finance, Manager Accounts and Senior Manager Back Office;
- Prepares estimates of monthly cash projections and submits to Manager Accounts and Expert Finance;
- Ensures that funds are efficiently utilized and are available to support timely payment of all project and operation costs;
- Treasury management, including daily supervision of cash position and accounts;
- Management of financial filing system (both paper and electronic), in coordination with Manager Accounts & Expert Finance;
- Supports other project accounting tasks;
- Uses discretion and judgement in handling sensitive, proprietary, and confidential material;
- Any other task assigned by the management from time to time.

Qualifications:

- Minimum three years of relevant experience of bookkeeping and general accounting.
- Experience working with USAID as project accountant is highly preferred but not mandatory.
- Knowledge and experience of related computer applications such as (QuickBooks, Peachtree or any similar accounting software) is a must.
- TurboCash or AdminSoft Accounts experience.
- For senior accountant, experience of migration from manual to software based system is mandatory.
- Advance proficiency for working with Microsoft Excel tools required; knowledge of macros preferred but not mandatory.
- Preferably Master's Degree in Finance or Accounting; however, ACCA affiliate will be highly preferred.
- Strong communication skills, both interpersonal and written, to fulfill the technical and managerial responsibilities.
- Proven track record in working effectively within multidisciplinary teams.
- Strong English writing and speaking skills. Professional level Urdu preferred.

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 Aug 15, 2018. Please write "SCDP: Senior Accountant" in the subject line. All interviews will be held in Karachi.

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