

Job Title	Reports To
Asst. Manager Finance and Accounts (Male Candidate)	Founder Chairman & Finance Head
Job Role	
<ul style="list-style-type: none"> ➤ Responsible for generating sales tax invoices to customers. ➤ Responsible to oversee tax matters with FBR & other Govt. agencies (with the help of legal consultant) ➤ Responsible for looking after banking Activities and coordination with Bank for LC, CC limit, Import and Export Payment and Forward Booking and all other tasks. ➤ Knowledge of Tally, Accounting, TDS, GST, and all Direct and Indirect taxes. ➤ Monthly and quarterly return filling for GST, TDS, and others Pvt Ltd company compliances. ➤ Accounting Entries of Sales, Purchase, Journal Entries, Vendors Payments, and others. ➤ Import & Export documents handling and preparing sales tax Invoices. ➤ Import and export transactions, outward remittance, and inward remittance transaction through Bank. ➤ Banking transaction like LC discounting, LC limit setup with Bank and other international trade transaction. ➤ Document all the financial transactions by entering account information and filling. ➤ Recommends financial actions to sales and company by analysing accounting. ➤ Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports. ➤ Substantiates financial transactions by auditing documents. ➤ Prepares asset, liability, and capital account entries by compiling and analysing account information. ➤ Keep tracks of Accounts Payable & Receivables. ➤ Budgeting. ➤ Timely payments within due dates for all taxes and other regulations. ➤ Coordinating with Company Secretary for MCA compliances. 	
Qualification & Other Requirement	
<ul style="list-style-type: none"> ➤ BCom Graduate, M.Com or MBA Finance can apply. ➤ Candidates with Hands on experience into Fertilizer industry and having experience into Logistics or Import-Export industry will be highly preferred. ➤ Age not more than 36 years 	