

Assistant Manager Finance

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Company: Radio Buraq (PVT) LTD.

Location: Islamabad

Category: other-general

Assistant Manager Finance

Radio Buraq (PVT) LTD., Pakistan1- Managing Managerial and Financial Accounting

2- To Review monthly and annual forecasts

3- Checking of Internal Purchase Requisitions, Purchase Orders and Capitalization Sheets

4- To apply basic accounting knowledge and techniques to all areas of work, including the production of journals, routine costing and variance analysis.

5- To be able to process high volumes of information while also evaluating the data's relevance for inclusion in costing and other reports

6- To plan, organize and manage own workload to ensure company's monthly & Quarterly financial reporting process is achieved in a timely and accurate manner.

7- To prepare Monthly report and incorporate changes (if any) after consultation from Finance Manager. Job Specification Ability to plan, organise and prioritize

Problem assesment and problem solving

Attention to details and accuracy

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