

## Compliance Manager

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Company: Kamayi

Location: Karachi

Category: other-general

Position: Compliance & Finance Manager

Location: Pakistan (Karachi)

Job Description:As Finance and Compliance Manager you will be responsible for managing all financial transactions,

from payments to bank deposits. You will provide the company with accurate quantitative information on financial position, liquidity and cash flows of the business, while ensuring compliance with all federal and local laws, regulations and rules. You will be responsible for preparing financial and performance reports for shareholders, the board, management, regulators and debt providers. Responsibilities

Excellent understanding on the International Financial Reporting Standard (IFRS), Income tax Ordinance, , Companies Act,

Preparation of annual financial statement as per IFRS, monthly management accounts, and reporting to debt/equity holders.

Coordination and communication with banks, external auditors, lawyers.

Ensure timely and complete adherence to the taxation compliance i.e. Income Tax & Sale Tax.

Preparation of Bank Reconciliation on a monthly basis.

Process and record Invoices, recording journal entries, keep accurate records for all daily transactions in accounting software.

Process vendor invoices for payments and preparing financial documents, reconciliation of Accounts Payable and Accounts Receivable.

Close liaison with Operation Department for recording monthly provisioning as required under NBFC rules and regulations, reporting to e-CIB on a monthly basis.

## Compliance

In depth understanding of all applicable laws including but not limited to Companies Act, , Non-Banking Finance Company Regulations and Rules, SECP Anti-Money Laundering (AML) Regulations, Income tax and Sales tax laws.

Preparation of Compliance program at an entity level, update compliance program whenever there are any changes in the applicable rules and regulation.

Conducting on a regular basis compliance testing against the compliance program prepared in the light of applicable laws and regulations and report to senior management any non-compliances, ensuring compliance of all non-compliances.

Update all relevant stakeholder's changes in the applicable Rules, Regulation and Acts, preparation of interpretation where needed, and ensuring compliances where required.

Conducting trainings at an entity level on the SECP Anti-Money Laundering (AML) Regulations at

a regular interval

Drafting minutes of meeting of Board of Directors, Compliance Committee for senior management review.

Filing of statutory forms as and when required. Job requirements

Preferred Qualified Chartered Accountant.

Qualified ACCA or Degree in finance, business administration, economics, management, legal or another closely related field are eligible to apply

Preferred Completion of Articles with KPMG, PWC, EY, Deloitte

Minimum 5 to 7 years working experience in Finance & Compliance functions at a Managerial level preferably in NBFC/Banking Industry.

In depth understanding of all applicable laws including but not limited to Companies Act, , Non-Banking Finance Company Regulations and Rules, SECP Anti-Money Laundering (AML) Regulations, Income tax and Sales tax laws.

Analytical and data-driven with outstanding knowledge of MS Office skills particularly strong capabilities in MS Excel.

Strong Strategic Planning Skills.

Strong communication and interpersonal skills with aptitude in building relationships with professionals across all organizational levels.

Able to thrive in a deadline-driven environment.

Fluent in spoken and written English.#J-18808-Ljbffr

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