

Deputy Manager Finance

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Company: HUB

Location: Karachi Division

Category: business-and-financial-operations

Direct all aspects of the finance and accounting functions, MIS, banking, income tax, sales tax matters, costing, budgeting, financial planning & analysis Assist Manager Finance and play key role implementation of internal control of all the financial transaction. Production of monthly management accounts to set deadlines. Analyze cash flow and financial statements to pinpoint potential weak areas. Assist to prepare monthly and annual accounts, inventory movement report and periodic cash flow statement. Assist in matters related to planning and implementation of business transfer from sole proprietorship to AOP/Limited company. To check all payment invoices, orders, control sheet and cheques. Supervise credit/vendor management, oversee and improve cost accounting management and process. Assist in implementing internal controls relating to Finance & Accounts. Supervise checking sales reconciliation, bank reconciliation and bank positions. Verifying and supervise filing monthly/quarterly annual income tax and sales tax returns. Prepare detail of expenses and comparative statement on monthly basis or as and when required basis. Supervise petty cash management. Assist in other tasks assigned by the management time to time. Job Specification Specifications: ICMA (Stage 4 completed), MBA (Finance) from reputed business school. 7-9 years of experience out of which atleast 2 years at the same position. Good knowledge of accounting. Excellent communication and report writing skills. Be able to report all the activities to the Manager / Directors. Well organized with good analytical and time management skills. Good Problem Solving & Decision Making Skills The HUB brand was launched in 2001 as a retailer of premium quality leather goods. It now has a full-fledged luxury and lifestyle brand portfolio with a growing retail presence in 5 major cities across

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