

Project Administrator

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Company: INTECH

Location: , , Pakistan

Category: other-general

About The PositionWe are looking for a Project Administrator to play a vital role in performing project coordination between stakeholders, project logistics management, periodic financial reporting, time sheet collection, invoicing, follow-ups, internal audits, team & customer coordination and maintain record.Keeping track of all project payments and expenditures, purchase orders, invoices, statements, etc.Prepare Monthly preparations of WIP and Management Reports.Creating and measuring business insights through business dashboardsReconciling processed work by verifying entries and comparing system reports to balancesMaintaining historical recordsPaying employees by verifying expense reportsPreparing analyses of accounts and producing monthly reportsRequirementsACCA Qualified or finalist working towards a recognized professional accounting qualification (e.g., ACCA, CIMA, ACA, etc.)Minimum of 1 to 3 years' experience in a similar roleStrong Excel spreadsheet skills and a demonstrable understanding of how to extract and analyze management information from coreKnowledge in producing management accounts and demonstrate aptitude for understanding budgets/forecasts.Ability to handle multiple tasks in parallelStrong interpersonal & communication skill

#J-18808-Ljbffr

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