

Jamshed Akhtar Qureshi Education Trust (JAQET)

Position Title: Accounts Manager

Location: Head Office, Islamabad

Reports to: Managing Trustee and the Board of Trustees

Supervises: Accounting Assistant

Organizational Background

The Jamshed Akhtar Qureshi Education Trust (JAQET) is a registered non-profit organization that has, for over three decades, been providing free and quality primary education to children from low-income communities living in katchi abadis around Islamabad. Through its flagship Pehli Kiran Schools (PKS) network, JAQET currently operates a system of community-based schools that reach out to thousands of out-of-school children and help integrate them into the mainstream education system. Further details are available at www.pkschools.org.

Position Summary

The Accounts Manager will be responsible for the overall financial management, accounting, budgeting, and regulatory compliance functions of the Trust. Working under the direction of the Managing Trustee and the Board, the Accounts Manager will ensure that the Trust's financial operations are conducted in full compliance with applicable laws, regulations, and recognized financial management and accounting standards. The position requires a detail-oriented and ethical professional who can maintain transparent systems and support the organization's mission through sound financial stewardship.

Key Responsibilities

1. Financial Planning, Budgeting and Accounting

- Prepare the annual budget in coordination with the Managing Trustee and senior management, and ensure that expenditures remain within approved limits.
- Maintain complete and accurate books of accounts, ledgers, and supporting documentation.
- Manage preparation of monthly and annual financial statements for review and Board presentation.
- Oversee day-to-day operations including receipts, payments, payroll, and petty cash.
- Maintain asset registers, cashbooks, and bank reconciliations.
- Manage the treasury function ensuring liquidity and internal controls.

2. Compliance and Taxation

- Ensure timely filing of income tax returns and other statutory submissions.
- Maintain the Trust's tax-exempt status with FBR.
- Oversee deduction and remittance of income tax, EOBI, and other statutory obligations.

3. Audit and External Coordination

- Prepare financial statements for annual independent audit and liaise with external auditors.
- Implement audit recommendations and maintain transparency.
- Coordinate with banks, donors, and government bodies as required.

4. Regulatory Affairs and Reporting

- Manage renewals and regulatory filings with ICT, PCP, PIERA, EOBI, etc.
- Liaise for annual MOU renewal with EAD for receipt of foreign donations.
- Ensure compliance with all legal and registration requirements.

5. Coordination and Support Functions

- Collaborate closely with the General Manager and other functional managers.
- Provide financial inputs for project proposals and donor reporting.
- Supervise and guide the accounting assistant.

Qualifications and Experience

- Bachelor's degree in Accounting, Finance, Commerce, or Business Administration.
- Recognized professional qualification (CA Inter, ACCA, ACMA, or equivalent) is an asset.
- Minimum five (5) years of progressively responsible accounting experience, preferably in the non-profit or education sector.
- Familiarity with QuickBooks and MS Office applications (Word, Excel, PowerPoint).
- Understanding of Pakistan's financial, tax, and regulatory frameworks for charitable organizations.
- Strong analytical, oral and written communication skills (in English Language).
- Must have own transport to visit banks, schools, and offices as required.

Terms and Application

This is a full-time position based in Islamabad. Salary and benefits will be commensurate with qualifications and experience. Interested candidates may submit a cover letter and CV to the Managing Trustee, JAQ Education Trust, indicating "Accounts Manager" in the subject line.

Posting Date

January 27, 2026