

Job descriptions of each role.

1. Chief Financial Officer (CFO) / Chief Accountant

o Overview:

As the senior-most financial executive, the CFO oversees all financial activities, ensuring strategic planning, budgeting, and compliance. Reporting directly to the Chairman and Board of Directors, this role is crucial for the organization's financial health and regulatory adherence.

o Responsibilities:

- Strategic financial planning and oversight
- Budgeting and forecasting
- Financial policy formulation
- Reporting to the Chairman and Board of Directors
- Ensuring compliance with financial regulations and standards

o Requirements:

- CPA, CFA, or equivalent qualification
- 10+ years of senior financial leadership experience
- Proven track record in strategic planning and financial management
- Excellent understanding of corporate finance and performance management principles

2. Director of Finance / Finance Director

Overview:

This role involves implementing financial policies, supervising accounting operations, and managing risk. The Director of Finance ensures seamless coordination among various units and maintains strong relationships with external auditors.

o Responsibilities:

- Implementing financial policies and procedures
- Supervising all accounting operations
- Coordination between different units within the ecosystem
- Financial analysis and risk management
- Liaising with external auditors

o Requirements:

- Master's degree in Finance, Accounting, or related field
- 8+ years of experience in financial management roles
- Strong analytical and problem-solving skills
- Excellent leadership and communication abilities

3. Senior Managerial Roles

o Finance Manager / Accounts Manager

Overview:

The Finance Manager handles the day-to-day accounting operations, ensuring accurate financial reporting and managing key accounting processes. This role is essential for maintaining financial data integrity.

- **Responsibilities:**

- Overseeing daily accounting operations
- Preparing financial statements and reports
- Managing accounts payable and receivable
- Ensuring accuracy and completeness of financial data

- **Requirements:**

- Bachelor's degree in Finance, Accounting, or related field
- 5+ years of experience in a managerial accounting role
- Proficiency in accounting software and ERP systems
- Strong attention to detail and organizational skills

- o **Audit Manager**

Overview:

The Audit Manager leads internal audit activities, ensuring compliance and effective control mechanisms. This role is pivotal in identifying risks and working with external auditors.

- **Responsibilities:**

- Internal audit planning and execution
- Compliance and control assessments
- Reporting audit findings to the Director of Finance
- Coordinating with external auditors for annual audits

- **Requirements:**

- Bachelor's degree in Accounting, Finance, or related field
- 5+ years of auditing experience
- Certified Internal Auditor (CIA) or similar certification
- Excellent analytical and communication skills

4. **Specialized Roles**

- o **Tax Officer / Tax Manager**

Overview:

Focused on tax compliance and planning, the Tax Manager prepares and files tax returns, advises on strategies, and manages audits. This role is key for minimizing tax liabilities and ensuring compliance.

- **Responsibilities:**

- Preparing and filing tax returns
- Ensuring compliance with tax laws and regulations
- Advising on tax planning strategies

- Managing tax audits and inquiries
- **Requirements:**
 - Bachelor's degree in Accounting, Finance, or related field
 - 4+ years of experience in tax accounting
 - In-depth knowledge of tax regulations and compliance
 - Strong analytical and problem-solving skills
- o **Cost Accountant / Cost Manager**

Overview:

The Cost Manager analyzes cost structures and supports pricing strategies. This role is vital for budgeting, cost control, and providing actionable insights for decision-making.

- **Responsibilities:**
 - Analyzing cost structures and performance
 - Budgeting and cost control
 - Preparing cost reports for decision-making
 - Assisting in pricing strategy development
- **Requirements:**
 - Bachelor's degree in Accounting, Finance, or related field
 - 4+ years of experience in cost accounting
 - Proficiency in cost analysis and budgeting
 - Excellent communication and analytical skills

5. Operational Roles

o **Accounts Officer**

Overview:

The accounts officer role manages vendor relationships, customer invoicing, and payroll processes, ensuring timely and accurate financial operations across these key areas.

- **Responsibilities:**
 - Processing vendor invoices and managing payment schedules
 - Managing customer invoicing, tracking receivables, and collections
 - Processing employee payroll, managing benefits and deductions
 - Ensuring timely and accurate salary disbursement
 - Maintaining vendor and customer relationships
 - **Requirements:**
 - Bachelor's degree in Accounting or related field
 - 3+ years of experience in accounts payable, receivable, and payroll
 - Proficiency in accounting and payroll software
 - Strong attention to detail and organizational skills
- Support Roles

- o **Accounting Assistant / Accounts Clerk**

- **Overview:**

- Providing essential support across various accounting functions, this role includes data entry, record maintenance, and assisting in report preparation.

- **Responsibilities:**

- Supporting various accounting functions
 - Data entry and record maintenance
 - Assisting in financial report preparation

- **Requirements:**

- Associate degree in Accounting or related field
 - 1+ years of experience in an accounting support role
 - Proficiency in Microsoft Office and accounting software
 - Strong organizational skills and attention to detail

Integration with Ecosystem Entities

Each entity within the ERPP ecosystem, such as DigiCenters, the Center for Innovation and Entrepreneurship, Impulse Digital, DynaTech Holdings, PulsePro, TechWorks, SoftSolutions, and TechCity, will have a dedicated accounting unit reporting to the central Accounts Department. This ensures financial oversight and consistency across all units.

Entity-specific Account Units

- **Entity Finance Managers / Entity Account Managers**

- o **Overview:**

- These managers oversee financial operations within their specific entities, ensuring compliance with central financial policies and accurate reporting to the central Finance Manager.

- o **Responsibilities:**

- Overseeing financial operations within their specific entity
 - Reporting to the central Finance Manager
 - Ensuring compliance with overall financial policies

- o **Requirements:**

- Bachelor's degree in Finance, Accounting, or related field
 - 5+ years of financial management experience
 - Strong leadership and communication skills
 - Proficiency in financial analysis and reporting

- **Entity Accountants**

- o **Overview:**

- Entity Accountants handle daily accounting tasks, prepare financial reports, and assist in budget preparation for their respective entities.

- o **Responsibilities:**

- Handling day-to-day accounting activities within the entity
 - Preparing financial reports for the entity
 - Assisting in budget preparation and monitoring

o **Requirements:**

- Bachelor's degree in Accounting or related field
- 3+ years of accounting experience
- Proficiency in accounting software
- Strong attention to detail and analytical skills

Job Location: Lahore (Onsite)

Work Schedule:

- Timings: 10:00 AM to 7:00 PM
- Working Days: Monday to Saturday
- Salary: The salary varies according to the specific roles and the candidates' skill levels.

All positions are based in Lahore and require candidates to work onsite. The work schedule is from 10:00 AM to 7:00 PM, Monday to Saturday.