

Job Title: Deputy Manager/Finance Expert		
Reporting to: Director Budgets & Finance	Job Group: OP-4	Department: Finance

Why should you join us?

Universal Service Fund (USF), a company established under Section 42 of the Companies Ordinance, 1984 (now Companies Act, 2017) and registered with the Securities and Exchange Commission of Pakistan (SECP) by the Ministry of IT & Telecom, Government of Pakistan.

Universal Service Fund (USF) offers a unique opportunity to contribute to meaningful national projects in the rapidly evolving Telecom Sector. By becoming part of USF, you'll work in a dynamic environment that values diversity, integrity, innovation, and growth. The organization provides a collaborative and forward-thinking workplace where professionals can excel and develop their skills.

Moreover, with competitive market-based remuneration, opportunities for career growth, and the chance to be part of a team driving national progress.

The position will be contractual for an initial period of Three (03) years with further extension on satisfactory performance.

Interested candidates may apply online through website: <https://www.njp.gov.pk/>.

The individuals who fulfill the below-mentioned eligibility criteria may apply for the following position:

Goals

- Project Subsidy payments in line with WBS/BOQ/BoM structure.
- preparing and maintaining subsidy record project/SP/province category wise basis and updating fortnightly.
- Project Subsidy / Financial Bids analysis & Evaluation.
- Budgeting and forecasting in line with organizational strategy. Develop and propose frameworks for Budget Compression.
- Time efficient funds flow management and co-ordination at ministry level across different ministries for quarterly funds releases.
- Coordinate with the accounts department for timely and accurate financial reporting (Project financial and budgeting/forecasting/utilization, management reporting) and analysis for effective decision-making.
- Ensure compliance with relevant legislation, rules, policies and best practices.
- Maintain active real time coordination with Service Providers, 3rd party consultants and external stakeholders, in line with project requirements.
- Hands-on experience in ERP invoicing, Purchase Order processing, WBS/BoQ/BoM structuring, Financial Contract Management, Project Commercial Management is a basic and needed trait for this job.
- Advanced level proficiency in computer-based Office and ERP applications with emphasis on presentation, effective business communication and report writing.
- Knowledge of PPRA, Incoterms, IFRS, GAAP will be added advantage.

Your Typical day at work

- Responsible for all financial calculations related to budgeting, forecasting, project costing, and reporting.
- Prepare and present project financial reports, subsidy analysis and insights to management.
- Conduct variance analysis and recommend strategic financial actions.
- Oversee budget utilization and forecasting on a real-time basis.
- Oversee project controlling & management and funds management.
- Co-ordinate with internal audit for provision of project information for external audits.
- Drive improvements through ERP systems, BI tools, and data analysis platforms.

Eligibility Criteria

Education:

- Bachelor's degree in commerce or finance from a HEC recognized institution.
- Partial completion of a Professional Accountancy certification along with a degree from an HEC-recognized university, or full completion of the certification, will be considered an added advantage.
- Maximum age 35 years on the date of closing of advertisement (last date of application)

Work experience:

- Minimum cumulative 5 years of relevant experience in the areas of Finance, Budgeting, Audit, Project management & controlling.
- Expertise in Financial Analysis and interpretation of financial statements.
- Subsidy-based project financing.
- Advanced Management Reporting.
- ERP-based financial systems and reporting tools.
- Working with banks, AGPR, audit and investment entities
- Procurement procedures, PPRA rules, and contract management.
- Financial aspects of asset/project insurance, GAAP/IFRS.

Functional Skills / Knowledge Areas

- Out of the box thinker, gregarious, proactive & collaborative team player.
- An eloquent financial/commercial expert with ability to translate complex financial data into actionable insights for effective decision making.
- Financial Management, Contract Management, ERP financial systems, Telecom Networks, Technologies and Elements, Procurement Management, Project Financial Management, Intermediate Accounting Knowledge.
- Knowledge of public sector financial operations, audits, and compliance.

➤ Proficiency in MS Office Suite and Database Tools.