

Job Title: Deputy Manager/Expert Finance		
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. Basic knowledge of Telecom Network Elements is a needed trait.
- Project Subsidy / Financial Bids analysis & Evaluation. Basic knowledge of Telecom Network Elements is a needed trait.
- 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 with MoIT&T and MoF for quarterly funds releases.
- Coordination with the accounts department for timely and accurate financial reporting (Project financial and budgeting/forecasting/utilization, management reporting) and analysis for effective decision-making.
- Development of a comprehensive monthly management information package.
- Maintain active real time coordination with Service Providers, 3rd party consultants and external stakeholders, in line with project requirements.
- Hands-on experience of at least 03 years 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 & understanding of Public Procurement Rules, Incoterms, IFRS, GAP for effective & efficient discharge of day to day duties.

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 on varied parameters to management.
- Conduct variance analysis and recommend strategic financial actions.
- Assist in overseeing budget utilization and forecasting on a real-time basis.
- Assist in overseeing project controlling & management and funds management.
- Co-ordination for provision of project information for external audits.
- Drive improvements by utilizing the latest and available financial management tools

Eligibility Criteria**Education:**

- A master's degree in commerce or finance from a recognized HEC institution is a must.
- Professional Accountancy Degree/Diploma in Accountancy will be an added advantage.
- Maximum age 35 years on the date of closing of advertisement (last date of application)

Work experience:

- Minimum cumulative 7 years of relevant post-qualification experience in Finance and Budgeting and Project commercial management & controlling. Experience in all three fields is a must to qualify for this job.
- Experience in Financial Analysis and interpretation of financial statements.
- Subsidy-based project financing.
- At least 03 years of advanced Management Reporting and working in a middle management level.
- ERP-based financial systems and reporting tools.
- Experience of coordination with banks, audit and investment entities.
- Procurement procedures, PPRA rules, and contract management.

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 Commercial/Financial Management, basic accounting knowledge.

- Knowledge of public sector financial operations, audits, and compliance.
- Proficiency in MS Office Suite & Infographics softwares, knowledge of BI Applications.