

Charter for Compassion Pakistan

Charter for Compassion Pakistan is a cooperative effort to restore not only compassionate thinking but, more importantly, compassionate action to the center of our lives. Since inception, Charter for Compassion Pakistan has expanded into a myriad of sectors including education, healthcare, women empowerment, sports and organizations through collaboration with the civil society, businesses, city administration and governments. We are currently recruiting for the position of Finance Executive.

Specific responsibilities include, but, are not limited to:

- Supervision and monitoring of overall accounting and finance functions including posting of transactions into accounting system, bank reconciliations, Accounts Payable, Fixed Assets, Accounts Receivable through strict monitoring of cash flows in coordination with Donors
- Inventory Management – Supervising and Reporting of inventory
- Preparation of cost schedules for direct and indirect costs involved in production.
- Stock reconciliations for opening, closing and consumed stocks
- Preparing budgets for operating units
- Prepare monthly financial reporting package for management review. Preparation of analytical reports over income & expenditure and defining variances thereon on monthly basis.

Location CfC Head Office – Karachi (frequent travelling to interior Sindh)

Category: Office Job

Job Type: Full-time

Department: Finance Department

Should at least have a bachelor's degree in Finance

Should have at least 2-3 years' experience of working in the relevant field

Please send your CV at hr@charterforcompassion.org.pk clearly mentioning the position in the subject line

Only relevant candidates will be called.