Position: Project Accountant

Nature: 20 months contract (wef Sep 2013) which is likely to be extendable for another 2 x years

Age: 23 – 35 yrs

Qualification:

BBA (Fin)/B.Com or equivalent from a recognized university with 02 years relevant experience. Candidate must possess experience of handling finance/accounts related work preferably at an research extensive academic institution. Individual must be proficient in computer skills and should possess very good proficiency in MS Excel. The applicant must have experience/good know-how about working on computerized accounting software.

TORs:

Reporting to Accounts Officer, the incumbent would be required to perform the following activities/tasks:

- To maintain 18 x Research Projects’ Files with updated budget information.
- Data entry of Research Projects’ data to Quick Books software.
- Preparation of reports as per requirements by the National and International funding agencies i.e. HEC, National ICT R&D Fund-Ministry of IT, Pakistan Science Foundation, UNFAQ, Qatar Ministry of Defense Scientific & Research Council, Electronics and Telecommunications Research Institute Korea, Um-ul-Qura University KSA etc.
- Conducting audit by the independent Chartered Accountant firm(s) and submission of audit reports to the funding agencies within four weeks of completion of the duration.
- Any other task assigned by Accounts Officer in due course of time.

How to apply:

Please forward your CV at amjad.ch@nust.edu.pk

Deadline: 31 July 2013. Only short listed candidates would be called for interview for which no TA/DA is admissible.