

# Finance Clerk

## Confidential

Image not readable or empty Finance Clerk https://default-profile-image-211.png		Experience: Years
Total Positions:		
Gender: Male		Travel Required: Not Specified
Min Education: Not Specified		Job Shift:
Career Level:		Salary Range: PKR/Month
Category/Industry: Accounting		Max Age Limit: Not Specified
Posted on: 10 December 2014		Expiry Date: 09 May 2015
Job Type: fulltime		

### Job Description:

Education and Experience Bachelors in Commerce r equivalent in accounting- AAT, CAT1 - 3 years' experience in clerical accountingMS Office and knowledge of accounting softwareKnowledge of generally accepted accounting and bookkeeping principles and proceduresKnowledge of data entry programsWorking Knowledge of accounting software preferredKey CompetenciesPlanning and organizingAttention to detailProblem-solvingTeamworkCustomer service orientationCommunication skills Physical Demands:While performing the duties of this job, the employee may occasionally be required to lift and/or move up to 20-25 pounds. Required Skills & Qualifications:University degree in business, international development or a related field required; Advanced degree preferred.Experience in staff management and delegation of tasks to subordinates.Previous experience of working with international donors / NGOs essential.USAID experience desirable.Ability to work under short deadlines and efficiently handle multiple tasks.Attention to detail and the ability to function well in a team.Excellent communication and team leadership skills.Fluency in English and local languages required.Appropriate knowledge of income and sales tax laws.

### Required Skills:

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