

	Gujranwala Waste Management Company (GWMC)	Issue Date: 26 th Jan, 2015
		Policy Ref # JD/Fin./Mngr
	<u>Job Description of Manager Finance</u>	Revision # 00 , dated:
		Manual: Part of Human Resource

Reports To: Chief Financial Officer

Department: Finance

Location: Head Office

Responsibilities:

- Management and overall supervision of the financial matters of the company.
- To supervise the accounting system and make certain that accounting records are maintained in an orderly manner.
- To assist CFO in preparation of timely and accurate reports on the financial operations of GWMC.
- Preparation of monthly and periodical reports to be submitted to the Managing Director through CFO.
- To assist CFO in preparing the operating budget of GWMC in coordination with other departments.
- To maintain cash accounts in profitable banking accounts.
- To perform such other duties as may be assigned by the CFO.

Skills Required:

- Able to work under pressure and for extended hours as per requirement.
- Managerial, problem solving and Negotiation skills
- Analytical skills and Multi tasking
- MS office and good English writing skills

Education:

- Must be MBA Finance/M.Com/CA Inter or CA finalist, ICMA certified or relevant.

Experience: Minimum 5 years of relevant experience

Age limit: Maximum 40 years