

Associate Finance



Responsibilities:

- Conduct financial assessments of families to gather information about their financial situations, analyzing their incomes and expenses.
- Managing a comprehensive database that tracks and maintains information related to families who are receiving financial assistance.
- Prepare monthly or quarterly financial assessments' reports for department's utilization.
- Coordinate and manage the collection of fee payments from all departments.
- Maintain accurate records of fees received and ensuring proper documentation.
- Ensure quality control over financial transactions and financial reporting.
- Supporting operations with financial recording, reporting, grants, proposals and ensuring financial policies are in place and being followed.
- Any other task as assigned by the management.

Requirements:

- Minimum Bachelor's degree from an HEC recognized institute.
- Fresh or 1 year of relevant work experience.
- Excellent administrative and analytical skills.
- Strong written and verbal communication skills.
- Strong time management skills.
- Must have strong negotiating skills.
- Ability to manage sensitive information and be privy to the importance of confidentiality.
- Highly organized, responsible, and punctual.
- Demonstrated ability to work well independently and as part of team.

To apply, please email your CV at **jobs@kdsp.org.pk**
Please mention the position title in the subject line.



www.kdsp.org.pk



www.facebook.com/kdsprogram



Plot 41/E, 1, Block 6, PECHS,
Karachi



021-34315377, 021-34395377, 0334-
3355377