

Position & Grade	Minimum Qualification	Minimum Post Qualification Experience (Years)	Maximum Age Limit (Years)	Job Description/ Key Result Areas
Executive Accountant/ Officer (Grade-IV)	CA/CMA (Professional Membership)	Nil	38	<p>The given KRAs are not all inclusive. Depending upon posting JDs/KRAs, will include one or more of following main functions:</p> <ul style="list-style-type: none"> • Monitor all monetary transactions (Receipts & Payments). • Process salaries, etc. and different kinds of claims of employees/ contractors. • Maintain strict control over spending by departments to keep them within the budgetary limits. • Ensure timely entry of all financial transactions in ORACLE financials. • Facilitate verifications of record/documents required by Auditors. • Conduct internal audit of assigned sections/ departments. • Examine and ensure that all activities and transactions are strictly in accordance with the policies & procedures of the Company and the SECP (Securities & Exchange Commission Pakistan). • Analysis of capital works and maintenance of commissioning status received from regions. • Respond to OGRA queries raised in connection with revenue requirement petition. • Preparation, compilation and presentation of Revenue Budget and Agenda item for submission to BOD. • Monthly reconciliation of all banks and Area Imprest accounts/ profit on deposit accounts. • Arrange resolution of non-billing cases. • Ensure timely meter reading and billing of all categories of gas consumers. • Ensure that all defect reports of defective meters prepared and forward to concerned department. • Attend consumers' complaints and resolve their genuine billing problems. • Check/ report any violation of contract, misuse, pilferage of gas and report to concerned department and maintain the record of FPRs of all categories of consumers. • Ensure calculation of accurate billing on the basis of FPRs, meter tampering, direct by pass, efficient performance on CC&B and resolve all billing complaints received in the office. • Ensure recovery of bills.

Essential Skill Requirements:

- Sound knowledge of Accounting concepts, standards and Financial Statements
- Capability of Financial Analysis
- For CA professionals, preference will be given to applicants having experience/training with big 04 firms.
- Command over Microsoft Office applications, e.g. Excel, Word, Power Point etc.
- Good Oral and Written Communication Skills
- Ability to write effective Letters and Reports
- Knowhow of Utility Billing procedures
- Knowledge of OGRA regulations
- Sound knowledge of Public Sector as well as international accounting concepts
- Familiar with SECP Regulations
- Problem Solving & Analytical Skills

Place of Posting

- Any where in Punjab, Khyber Pakhtunkhwa, Azad Kashmir & Islamabad.