



**CAREER OPENINGS**  
**ACCOUNTS OFFICER**  
**CONTINUING EDUCATION PROGRAMME**

The Indus Valley School of Art and Architecture is a premier, degree-awarding institution in Karachi, Pakistan that provides education in art, design and architecture. IVS invites applications from eligible candidates for an Accounts Officer in our Continuing Education Programme Department.

**Core Responsibilities:**

- **Financial Record Keeping:**
  - a) Ensure that all financial transactions are recorded accurately in the School's accounting system and maintain a general ledger regularly.
- **Accounts Payable and Receivable:**
  - a) Process/ Manage accounts payable and receivable and ensure timely collection of outstanding payments from clients.
- **Fee Reconciliation:**
  - a) Reconcile CEP Fee Reconciliation with School records on a monthly basis.
  - b) Investigate and resolve any discrepancies between bank records and accounting records.
- **Financial Reporting:**
  - a) Assist in the preparation of monthly, quarterly, and annual financial statements.
  - b) Generate ad-hoc financial reports as requested by management.
  - c) Assist the supervisor with data analysis by providing relevant data and insights.
- **Audit Support:**
  - a) Assist the IVS Accounts Department in preparing documentation for internal and external audits and provide information, as and when required.
- **Budgeting & Forecasting:**
  - a) Assist with the preparation of the department's budget and report on budget variances.
- **Compliance:**
  - a) Ensure compliance with financial regulations and standards and adhere to company policies.

**Qualifications:**

- Minimum Bachelor's degree in Business Administration with a Major in Accounts and Finance, or a related field, from an HEC-recognized higher education institution.
- Minimum of 1-3 years of experience in handling accounts and finance, or a related field.

**Required Skills:**

- Strong knowledge of accounting principles and practices.
- Proficiency in accounting software and MS Office (especially Excel).
- Excellent analytical and problem-solving skills.
- Attention to detail and high level of accuracy.
- Strong organizational and time-management skills.
- Effective communication and interpersonal skills.

Applications can be submitted electronically at [hr@ivs.edu.pk](mailto:hr@ivs.edu.pk) with the position mentioned in the subject line by **Thursday, 27th March 2025** mentioned in the subject line. Only shortlisted candidates will be invited for interviews.