



Defence Housing Authority Multan
1-Multan Public School Road Multan
UAN: 061-111-111-189

JOB DESCRIPTIONS

Branch	FINANCE
JOB TITLE	Deputy Director Finance (Planning)
BPS	18
MINIMUM EDUCATION / SKILLS	ACA / ACMA / ACCA / CA (Finalist) / MBA (Fin) with at least 5+ years of Financial Planning & Analysis Exp

Ser	Duties & Responsibilities
1.	Working closely with the leadership team to formulate the business's medium to long term financial and strategic plan.
2.	Working with department heads to build their annual budgets and forecasts.
3.	Preparing and analyzing business cases to support new investment, strategic and other business decisions.
4.	Evaluating previous budgets, expenditures to develop and implement future budgets.
5.	Analyzing financial and operational results to better understand company performance and providing meaningful insights in to business performance.
6.	Reviewing existing processes and procedures to develop recommendations for improvement efforts.
7.	Reviewing of all contracts from the taxation, legal and business point of view.
8.	Drafting of SOPs for business processes and procedures and other communications.
9.	Producing and analyzing models to project long term growth and determine the impacting business factors.
10.	Delivery of competitor analysis, market trends and associated commentary to the Management Team.
11.	Communicate to senior management the reasons behind the product/department performance and results.
12.	Provide detailed analysis and commentary on profit / cost center results.
13.	Communicating results and recommendations to senior management for improvements that will lead to cost reduction, revenue generation and streamlining operations.
14.	Provide insights to senior management around financial modelling, forecasts and profitability.
15.	Performing any special tasks or projects required/ as per directives of Management Team.



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JOB DESCRIPTIONS

Branch	FINANCE
JOB TITLE	Assistant Manager Finance (Planning)
BPS	16
MINIMUM EDUCATION / SKILLS	ACCA / CA (Finalist) / MBA (Fin) with at least 3+ years of Financial Planning & Analysis Exp

Ser	Duties & Responsibilities
1.	Working closely with the leadership team to formulate the business's medium to long term financial and strategic plan.
2.	Working with department heads to build their annual budgets and forecasts.
3.	Preparing and analyzing business cases to support new investment, strategic and other business decisions.
4.	Evaluating previous budgets, expenditures to develop and implement future budgets.
5.	Analyzing financial and operational results to better understand company performance and providing meaningful insights in to business performance.
6.	Reviewing existing processes and procedures to develop recommendations for improvement efforts.
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