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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | Unit# 1/Admin /JSP-003 | | | |
| Designation: | Assistant Account Manager | | | |
| Location: | Unit-1 | | | |
| Grade/Level: | 07 | | | |
| Reports to: | General Manager | | | |
| Department: | Account (Factory) | | | |
| Prepared/ Revised: | 9/3/2020 | | | |
| Backup |  | | | |
| **2. JOB PURPOSE:** | | | | |
| To make sure distribution of labor salary, keep record of all accounts related & solve all related issue. | | | | |
| **3.JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| 1. To prepare salary sheets, vouchers and posting in SAP ledger daily and timely submit to HO. | | On time salary preparation and submission to HO | | Salary submission record |
| 1. To maintain & complete the record of EOBI, Social Cards of labors and coordinates with HO and fulfill the requirements of labor office. | | Complete and updated EOBI, PSSI and other related tasks | | Monthly contribution detail and records |
| 1. To facilitate new employees with Social Security Cards and other benefits after completion of their probation period with annual renewal | | Workers facilitation and awareness regarding PWB, PSSI, EOBI etc | | NO of PSSI cards, PWB facilitation and EOBI contribution and solved cases |
| 1. To deal with social and financial audits and matters and other regulatory matters | | On time social and financial audits | | Reg authorities feed back |
| 1. To provide proper orientation & awareness to all departments on Social security, EOBI & provident fund benefits. | | Increased awareness level | | Orientations and information sharing with departments |
| 1. To avail & manage cash for daily expenses | | Cash management | | on time cash arrival for expenses |
| 1. To ensure child labor free system | | No child labor | | Workers sheet |
| 1. To prepare and submit monthly budget to HO before the starting of every month | | Budget preparation and submission to HO | | On time concerned working |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:**  M.com or Equivalent Certificate  **Required/Preferred Experience Required:** | | |
| **5. JOB CONTEXT:** | | |
| **Nature of business:** Colors & Chemicals Mfg. (Pvt.) Ltd  **Timings:** Day Shift-From 9:00 am – 5:00 pm  **Travel Requirement:** 05% | | |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** | | |
| **Internal Relations:** Within Department  **External Relations:** As when required | | |
| **7. DECISION MAKING AUTHORITY:** | | |
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| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
| * Accounting skills * Relationship * Time management * Microsoft excel proficiency * Communication skills | | |
| **Company Mission & Vision Statement:** | | |
| * To offer the manufacturing products and solutions based by applying international standards and best practices of innovation, cost effectiveness and customized products with commitment and dedication on quality, safety, productivity, customer satisfaction and environmental responsibility * To grow globally as the top most leading colors & chemicals associated products manufacturers and scientific solution providers for Pakistan industry keeping innovation as priority & maximum contribution to society. | | |
| **9. APPROVALS:** | | |
| **Head of Department** | **Head**  **HR & OD Department** | **Chief Executive Officer** |
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