

# Kinnaird College for Women



## VACANT POSITIONS

Kinnaird College for Women invites applications for the following positions:

### ACCOUNTS OFFICER (FEE)

**JOB PROFILE:** The incumbent will be responsible to supervise & administer all fee transactions, issuance of fee challans, maintain records of the data and perform all relevant duties including implementation of fee software.

### ACCOUNTS OFFICER (PAYROLL)

**JOB PROFILE:** The position will be responsible to implement payroll software & its operation and will handle all the related accounts. The incumbent will make, prepare and distribute payroll cheques, perform all relevant duties and will be required to ensure the confidentiality of the work.

### QUALIFICATION, EXPERIENCE AND SKILL SET

- Masters in Commerce or MBA Finance (16 Years of Education) from HEC recognized institutions
- Preferably 08 years of relevant experience demonstrating progression in management positions.
- Excellent software & reporting skills
- Ability to communicate effectively and professionally

## **INSTRUCTIONS FOR APPLICANTS**

- Applications along with attested copies of the following documents will be sent through registered mail on the address mentioned at the end:
  - Cover Letter along with detailed resume
  - Two passport size photographs
  - Attested copies of CNIC & all relevant documents (degrees, transcripts, experience letters and other certificates mentioned in the resume)
  - Complete contact details
  - Names & Contact details of two referees
- The name of the post applied for should be written clearly at the top right corner of the envelope
- Applicants must have obtained all Educational Certificates and Degrees from Government & HEC recognized institutions and should not have 3<sup>rd</sup> Division in the entire academic career
- Part time, honorary, apprenticeship and internee experience will not be counted as work experience. Experience will only be considered if acquired after the minimum prescribed qualification against each post
- Age of the applicant should be between 25 years – 50 years on July 31, 2016.
- No TA/DA will be admissible for appearing in the interview
- The last date for submission of applications is **August 08, 2016.**
- Late applications will not be entertained by the College
- Only short listed candidates will be invited for an interview

Only those candidates may apply who fulfill the minimum eligibility criteria. Candidature shall be cancelled at any stage due to incomplete/ wrong information.

We reserve the right to withhold appointment on advertised post.

**The Principal**  
**Kinnaird College for Women, 93-Jail Road, Lahore.**  
**Tel: 042-99203781-84**