

URGENT HIRING

Muniff Ziauddin & Co. (MZ) is an independent member firm of BKR International and is placed in Category 'A' by the State Bank of Pakistan (SBP) on the panel of auditors. As a leading professional service firm, we know that our strength and capability come from our people - their different perspective, experience and background. We are currently looking to induct bright and energetic individuals for the following positions based in Head Office Karachi.

MANAGER – AUDIT & ASSURANCE

Location - Karachi

Role and Responsibilities

- Manage engagements, overseeing in-charge and audit assistants work ensuring compliance with client, statutory and MZ Audit Quality requirements, appreciating relevant internal and external market factors, ensuring the effective and timely delivery of engagements.
- Oversee and direct the budgeting, planning, co-ordination and control of engagements in accordance with client, statutory, MZ Audit Quality and business requirements to ensure effective quality service delivery and maximized recoverability.
- Direct, coach and mentor Assistant Managers to assist him in the effective delivery of engagements and the direction of their subordinates ensuring cost effective, timely completion and effective service delivery to the required standard on each engagement.
- Nurture and seek worthwhile relationships with clients, business departments and staff, for the sharing of information and to identify and progress current and future Audit requirements.
- Assist Partners in monitoring the effectiveness of audit services delivered, providing feedback and reflection on the quality of service accordingly.
- Preparation of reports to senior management and present them at respective audit committee meetings.

The Person

- Self-driven and resilient and able to thrive in a pressurized environment.
- Well-developed supervisory skills e.g., coaching and motivation.
- Strong management techniques including decision-making ability, analytical skills, time management, prioritization, organization and evaluative skills.
- Proven research skills e.g., information seeking and knowledge sharing, understanding and interpreting information/applying knowledge.
- Able to demonstrate strong business development acumen.

Qualification and Skills

- Qualified Chartered Accountant - ACA.
- 2 to 3 years of recent experience in a Managerial role in an external audit, working with large, complex clients from a variety of corporate / industry sectors from 'Big 4' or mid-tier SBP A rated firm.

- Sound working knowledge of IFRS, ISA, Companies Act, 2017 and other relevant local laws and regulations is must.
- Strong communication and inter-personal skills, both verbal and written.
- Well-developed leadership and supervisory skills and the ability to effectively communicate with a wide range of individuals both internally and externally at different seniority levels.
- Strong IT literacy, including Excel, PowerPoint, Word together with reasonable typing speed.

DEPUTY/ASSISTANT MANAGER – AUDIT & ASSURANCE

Location - Karachi

Role and Responsibilities

- Planning and execution of audit fieldwork and statutory reporting across a varied portfolio of engagement clients.
- Management of all aspects of audit including agreeing audit timelines, team briefings and supervision, and delivery of audit work.
- Identifying, researching and helping to resolve complex audit issues.
- Building relationships with the engagement staff and acting as an ambassador for the firm.
- Reporting to Audit Managers and Partners on all salient points arising from audits.
- Supervising and coaching junior members of staff to help them realize their full potential.
- Opportunity to work on special assignments along with audit related functions.

The Person

- Self-driven and resilient and able to thrive in a pressurized environment.
- The ambition to undertake new challenges and step up into supervisory roles, taking leadership where necessary.
- Strong management techniques including decision-making ability, analytical skills, time management, prioritization, organization and evaluative skills.
- Build the reputation of MZ through good presentation, quality of work, knowledge and experience.
- Monitor and uphold high quality of service to engagement (internal and external).

Qualification and Skills

- Recently qualified Chartered Accountant. We will also consider candidates who are near full qualification (2 to 3 papers remaining).
- Minimum 1 year post training external audit experience within a 'Big 4' or mid-tier SBP A rated firm is required.
- Practical knowledge of IFRS, ISA, Companies Act, 2017 and other relevant local laws and regulations is must.
- Good verbal communication skills along with fluent in formal written English.
- Well-developed leadership and supervisory skills and the ability to effectively communicate with a wide range of individuals both internally and externally at different seniority levels.

- Strong IT literacy, including Excel, PowerPoint, Word together with reasonable typing speed.

DEPUTY/ASSISTANT MANAGER – TAX ADVISORY

Location - Karachi

Role and Responsibilities

- Representing clients in meetings with tax officials.
- Make written representations with regards to the provisions of the Income Tax Ordinance, 2001, Sales Tax Act, 1990 and other laws on the issues raised by the relevant tax authorities.
- Ensuring timely compliance of statutory deadlines for filings and / or payments by the clients, where necessary.
- Reviewing of withholding tax statements and filing on behalf of the clients.
- Responding to the notices and other communications received from the Tax Authorities in consultation with the clients.
- Examine the orders issued by the Tax Authorities for the clients as a result of audit, amendment in other provision of laws, monitoring of withholding proceedings and advising the clients thereon.
- Provide verbal and/ or written advice to clients on day-to-day matters of routine nature relating to income tax returns, withholding provisions and other requirements under the income tax and sales tax law.
- Preparation and filing of appeals and representing clients before Tax Authorities.

The Person

- Self-driven and resilient and able to thrive in a pressurized environment.
- Strong management techniques including decision-making ability, analytical skills, time management, prioritization, organization and evaluative skills.
- Build the reputation of MZ through good presentation, quality of work, knowledge and experience.
- Willing to assume additional responsibility.

Qualification and Skills

- CFAP/ACCA Qualified or equivalent.
- 3 to 4 year's relevant experience within professional tax organization is required.
- Practical knowledge of Income Tax Ordinance, Rules, Regulations and other relevant local laws and regulations is must.
- Good verbal communication skills along with fluent in formal written English.
- Licensed (ITP) person shall be preferred.
- Strong IT literacy, including Excel, PowerPoint, Word together with reasonable typing speed.

TAX EXECUTIVE

Location - Karachi

Role and Responsibilities

- Preparing responses to the notices served on clients by the tax authorities.
- Preparing the withholding tax statements.
- Calculating the Client's advance tax liabilities.
- Advising clients on their routine / day to day tax matters.
- Conducting hearings with tax authorities for general / routine cases.
- Preparing individual and corporate tax returns.

The Person

- Self-driven and resilient and able to thrive in a pressurized environment.
- Strong management techniques including decision-making ability, analytical skills, time management, prioritization, organization and evaluative skills.
- Willing to assume additional responsibility.

Qualification and Skills

- CAF qualified/ACCA (2 to 4 papers remaining) or equivalent.
- 2 to 3 year's relevant experience within professional tax organization is preferable.
- Good communication skills both verbal and written.
- Strong IT literacy, including Excel, PowerPoint, Word together with reasonable typing speed.

ACCOUNT EXECUTIVE – ACCOUNTING SERVICES

Location - Karachi

Role and Responsibilities

- Post and process journal entries to ensure all business transactions are recorded.
- General ledger preparation.
- Preparation of monthly/quarterly/yearly closings.
- Assist in preparation of financial statements.
- Analyze and reconcile bank statements and general ledgers.
- Receiving and processing all invoices, expenses and request for payments.
- Act as a liaison with clients to reconcile any invoice discrepancies.

The Person

- Self-driven and resilient and able to thrive in a pressurized environment.
- Ability to work independently and as part of a team.
- Willing to assume additional responsibility.

Qualification and Skills

- B. Com is essential. Part qualified ACCA/ICMA/PIPPA is preferable.
- 6 months to 1-year hands-on working experience with general ledgers.
- Good knowledge of accounting and financial reporting principles and practices.
- Proficiency with any ERP system along with Microsoft Office.

Prospective candidates should send their resumes at info@mzco.com.pk with the position title in Subject line on or before April 09, 2021 duly mentioning their date of availability.