

JD for Accountant

About Us

The **Infection Prevention and Control Foundation (IPAC)** is a registered not-for-profit organization committed to building an infection-free Pakistan through public health awareness, medical services, and community outreach. We are registered with the **SECP, Punjab Charities Commission**, and **Pakistan Centre for Philanthropy**.

About the Role

We're looking for a highly motivated and detail-oriented **Accountant** to join our finance team in Lahore. The ideal candidate will be responsible for maintaining accurate financial records, managing transactions, preparing reports, and ensuring regulatory compliance.

Key Responsibilities

- Manage daily financial transactions and maintain general ledgers
 - Prepare monthly, quarterly, and annual financial statements
 - Handle payroll processing and salary disbursement
 - Support budgeting, forecasting, and grant-related financial reporting
 - Ensure compliance with internal controls and donor regulations
 - Assist in internal and external audits
 - Maintain records for tax and statutory filings
 - Coordinate with vendors, banks, and relevant departments
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Qualifications

- Bachelor's degree in Accounting, Finance, or related field
- ACCA, CPA, or CA Inter preferred
- 2–4 years of accounting experience (non-profit sector a plus)
- Strong knowledge of accounting principles and audit practices
- Proficiency in accounting software and Microsoft Excel
- Excellent attention to detail and organizational skills
- Strong communication and teamwork abilities