



Executive Assistant to Head Finance & Fund Management

We are seeking a highly skilled and motivated team player to join our team as an Executive Assistant. P3A is committed to delivering innovative and sustainable infrastructure solutions through PPPs. Interested candidates are required to submit the **online Application Form** and upload their **CV/Resume in PDF** by clicking on the **“Apply online”** link for Executive Assistant to Head Finance & Fund Management.

Deadline for Submission

The deadline for submission of online Application is **Friday, 11th July 2025, 11:59 PM (PST)**.

Responsibilities

- Provide administrative and executive support to the Head of Finance & Fund Management.
- Assist in preparation and processing of payment vouchers and petty cash management.
- Maintain financial records and support bank reconciliation activities.
- Visit banks and AGPR for fund updates and account reconciliation.
- Follow up on financial files with ministries and government departments.
- Draft correspondence and coordinate with internal and external stakeholders.
- Prepare meeting agendas, minutes, and follow up on action items.
- Maintain confidentiality and ensure accuracy in financial documentation.
- **Additional tasks:** Undertake any other tasks as assigned by senior management. Due to the nature of the organization, the candidate should be flexible in attending to additional tasks not mentioned in this job description.

Minimum Eligibility Criteria

- At least a Bachelor’s/ Associate or equivalent degree from an HEC recognized institution (equivalent to at least 14 years of schooling) in relevant discipline such as Accounting, Finance, Business Administration.
- Minimum 5 years of relevant experience in executive-level support within accounts or finance, including petty cash handling, voucher preparation, record keeping, scheduling, and financial reporting.
- The candidate’s age shall not exceed 50 years on the date of this advertisement.

Required Skills

- Strong finance and basic accounting knowledge.
- Proficient in MS Office and financial software (preferred).
- Excellent organizational, communication, and liaison skills.
- Ability to work independently and maintain high confidentiality.
- Highly meticulous with attention to detail;

Grounds for Application Disqualification

A candidate’s inability to action any of the below will lead to disqualification of his/her application:

- Inability to complete “online Application Form and upload CV/Resume” through the Apply online link, application through any other mode will not be accepted;
- Inability to meet “Minimum Eligibility Criteria”;
- Misstatement or misrepresentation of any facts in the application.

P3A is an equal opportunity employer. It is committed to achieving workforce diversity. Women, individuals from minority groups, people from all provinces/regions of Pakistan, and persons with disabilities are equally encouraged to apply.



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