



IQRA National University, Peshawar

Subject

HRM

Topic

Develop Job Analysis

Submitted to

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IQRA National University, Peshawar

Job Title: ACCOUNTANT

Company Name: IQRA NATIONAL UNIVERSITY, PESHAWAR

Job Description: Iqra National University is currently recruiting for an Account Officer with excellent English communication skills and relevant qualification in Accounting.

Job Responsibility:

- Duties include Daily book keeping records, Invoice processing, Inventory management, Billing, tracking business expenses and preparing MIS Reports.
- Experience of using accounting software like (Tally (Preferred), QuickBooks, etc.) will be preferred.
- Must have strong MS Office & Excel using skills.
- Must have good time-management skills and ability to multitask and maintain focus and discipline
- Excellent communication skills (verbal & written).

Skill:

- Microsoft Office (Word, Excel, Access)
- Quickbook
- Tally Account
- Peachtree Accounting Etc

Qualification Required:

MBA Finance from HEC recognized University.

Experience:

2 years' relevant experience of any organisation.

Salary: As per Requirement



Job Title: LEACTHRER ACCOUNTANT

Company Name: IQRA NATIONAL UNIVERSITY, PESHAWAR

Job Description: Creates and delivers engaging lessons to diverse groups of students at all levels. Collects and reports on correct and detailed records of student performance. Maintains classroom order.

Job Responsibility:

- Develops lesson plans which meet established school and national curriculum models.
- Adapts and reassesses lesson plans to meet specific student needs, comply with newly implemented guidelines or rules, and to update relevant information and include new developments in education.
- Manages the diverse ability levels of students.
- Adapts curriculum to fit student needs while maintaining overall class progress.
- Possesses and continually develops working knowledge of national curriculum programmes and frameworks.
- Assesses and records student development, while identifying problem areas and areas which need attention and improvement.
- Provides a safe, positive learning environment for students.
- Communicates with any and all other staff members who engage with students.
- Communicates with parents as per school guidelines on a regular basis, including presenting student progress reports and informing parents of requisite student discipline.
- Attends occasional continuing education seminars.
- Attends and takes part in school meetings on curriculum, organisation, and guidelines.

Teacher Skill:

- Strong Written and Verbal Communication Skills.
- Class Management Skills.
- Creative Problem-Solving Skills.
- Lesson Planning Skills.
- Developed Organisational Skills.
- Relationship Building Skills.

Qualification Required:

MBA Finance from HEC recognized University.
PHD Prefer

Experience:

5 years' relevant experience of any government institution.

Salary: As per Recommendation.