



## **CAREER OPENINGS**

### **ACCOUNTS AND INFORMATION OFFICER CONTINUING EDUCATION PROGRAMME**

The Indus Valley School of Art and Architecture is a premier, degree-awarding institution in Karachi, Pakistan that provides education in art, design and architecture. IVS invites applications from eligible candidates for an Accounts and Information Officer in our Continuing Education Programme Department.

#### **Core Responsibilities:**

- Reconcile CEP course payments and challans and follow up with applicants to ensure timely payments on all portals used by IVS and CEP.
- Assist in the preparation of budgets and financial forecasts and maintain all financial records and documents.
- Prepare and process invoices, receipts, payments and refunds.
- Facilitate instructor payments at the end of their block/courses in collaboration with the academic administration team, ensuring verification of instructors' contracts and attendance records is completed in a timely manner.
- Manage admissions portal data and monitor the status of applications for workshops, short courses, and diploma offerings.
- Maintain organized enrollment/admissions data, generate final enrollment lists for each course, and update relevant statuses on the admissions portal and Paypro.
- Provide data related to CEP accounts, enrollments and student demographics as and when required for operational planning, marketing, trend analysis, or other institutional needs.
- Facilitate applicants and parents for queries related to challan information, follow-up on payments, and fee processing.
- Ensure compliance with all relevant financial regulations and IVS policies, and maintain confidentiality and accuracy of all sensitive institutional data.

#### **Qualifications:**

- Minimum Bachelor's degree in Business Administration with a Major in Accounts and Finance, or a related field, from an HEC-recognized higher education institution.
- Minimum of 1-3 years of experience in handling accounts and finance, administration or a related field.

#### **Required Skills:**

- Strong knowledge of accounting principles and practices.
- Proficiency in accounting software and MS Office (especially Excel).
- Excellent analytical and problem-solving skills.
- Attention to detail and high level of accuracy.
- Strong organizational and time-management skills.
- Effective communication and interpersonal skills.

Applications can be submitted electronically at [hr@ivs.edu.pk](mailto:hr@ivs.edu.pk) with the position mentioned in the subject line by **Tuesday, 14th January 2025** mentioned in the subject line. Only shortlisted candidates will be invited for interviews.