



JOB OPPORTUNITY WITH ALPHA INSURANCE COMPANY

Alpha Insurance Company, an ambitious and fast-growing General Insurance Company with Window Takaful Operations, invites applications for the position of Chief Financial Officer (CFO) & Company Secretary. We are seeking a visionary professional, playing a pivotal role in our journey towards becoming one of the major players, to join our senior 'Management Leadership Team'.

Following are our expectations of the person and position:

Responsibilities:

- The Chief Financial Officer & Company Secretary shall be responsible for ensuring that appropriate advice is given to the Board on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control.
- To ensure preparation of financial statements in line with the Board instructions, regulatory requirements and professional pronouncements.
- To ensure strict compliance to statutory rules, regulations and laws in the preparation and submission of returns to concerned authorities.
- To keep CEO fully informed of all important accounting.
- To assist CEO in planning and budgeting.

Education:

- Possesses professional qualifications in accounting e.g. FCA, FCMA, ACA, etc.
- A member of a recognized body of professional accountants.

Skills And Experience:

- Thorough understanding of Conventional and Shariah compliant instruments of investments and Company's investment policy.
- Possesses an updated knowledge of professional pronouncements on 'Accounting' including IFRS-17.
- Good understanding of Company's Takaful/Insurance Management tele-processing System and basic knowledge of software & hardware in the usage.
- Sufficient knowledge of CGG (both Public and Private) Insurance Ordinance 2000, Insurance Rules 2017, Takaful Rules 2012 and Company Act-2017.
- Sufficient knowledge, capability and experience to independently deal with Company's matters.
- Thorough understanding of the Company's objectives and targets.
- Fully conversant with the legal requirements for submission of accounting, tax and other returns to the various statutory bodies.
- Thorough understanding of the accounting instructions and guidelines for the preparation of quarterly and yearly accounts.
- **At least 7 years' post professional qualification experience in a reputable Insurance/Takaful Companies including at least 2 years working experience in Takaful Accounts.**

Age:

- **Maximum age limit is 62 years at the time of application.**

Note: We are an equal opportunity employer.

To Apply: Eligible professionals may send their resumes and copies of educational & experience certificates with recent passport size photograph, latest by 11th August, 2024 through e-mail I.D. "careers@alphainsurance.com.pk." or to the following address:

**Head of HR, Admin. & Legal Affairs, Alpha Insurance Company Limited,
State Life Building No. 1-B, 4th Floor, State Life Square, I.I. Chundrigar Road, Karachi-74000, Pakistan.
Only shortlisted candidates will be contacted and No TA/DA will be admissible for the appearance of the Interview.**