Assistant Manager (Budgeting/Retirement Benefits)

Position Title: Assistant Manager (Budgeting/Retirement Benefits)
Entity: PIA Holding Company Limited (PIAHCL)
Reports To: Deputy General Manager / General Manager (Retirement Benefits)
Location: Head Office – Islamabad

Position Summary

Assistant Manager (Budgeting/Retirement Benefits) will support management in managing government-allocated budgets, pension and medical benefits of large number of employees, pensioners and lead digital integration of retirement benefits operations.

Key Responsibilities:

- Pension & medical administration: maintain up-to-date pensioner records and medical benefits for third-party verification; ensure timely pension and budgets; liaise with insurance companies for uninterrupted medical facility for eligible personnel; reconciliations and audit support.
- Systems integration: develop and maintain ERP/accounting software; integrate with other software for verification of source data.
- Data management: analyze large datasets; extract and interpret reports from integrated systems; ensure data accuracy and security.

Qualifications & Experience

Education:

- Chartered Accountant (CA) / CA Finalist / ACCA / CMA / CPA Finalist / MBA/MS in Finance, IT, Data Analytics, or BS in Computer Science with Accounting & Finance exposure.

Experience:

- Minimum 03 years of relevant professional experience in accounting/finance or IT in a large corporate entity.
- Hands-on ERP/accounting software implementation, SQL, basic programming, API/database integration and large-dataset handling.
- Experience in the insurance, pension, provident fund or employee benefits sector will be preferred.

Remuneration & Benefits

- Competitive salary package commensurate with qualifications and experience.
- Benefits as per company policy.