

Vacant Position Advertisement and Details

Short Advertisement

CECOS University, Peshawar – Finance Department

We are hiring!

Position: **Assistant Director (Finance)**

Responsibilities include strengthening the University's receivables management and dues recovery framework by implementing effective policies, monitoring outstanding receivables, coordinating with departments, and ensuring timely recovery of student and other institutional dues.

Apply now to join our dynamic team and contribute to excellence in financial governance.

Deadline to apply: **20-March-2026**

Visit: www.cecos.edu.pk/careers for more details.

Job Description for Website

Position: Assistant Director (Finance)

Department: Finance Department, CECOS University, Peshawar

Key Responsibilities:

- Develop and implement policies and procedures for effective receivables management and recovery of dues.
- Monitor and control student receivables, hostel dues, penalties, and other institutional recoveries from Students and Scholarship Agencies.
- Prepare aging analysis of receivables and submit periodic reports to management.
- Coordinate with the Dues Recovery Committee for recovery strategies and follow-up actions.
- Develop and maintain advanced Excel-based receivable monitoring systems and dashboards.

- Identify long outstanding balances and recommend recovery actions, settlements, or write-off proposals as per policy.
- Monitor challan generation, payment tracking, and reconciliation.
- Analyze recovery trends and propose strategies to improve cash flow and collection efficiency.
- Ensure compliance with internal controls, audit requirements, and financial policies.
- Supervise Accounts Officers and support staff responsible for receivables management.
- Assist the Finance Department in financial analysis and reporting related to revenue and any other tasks as assigned by the Department Head.

Qualifications:

- Master's degree in Accounting, Finance, or related field (ACCA, CMA, CA preferred).
- Minimum of 8+ years of experience in budgeting, payroll, auditing, and taxation.
- Proficiency in ERP systems, advanced Excel and Power BI.
- Strong analytical and problem-solving abilities.
- Excellent communication and collaborative skills.

Deadline: **20-March-2026**

Apply at: www.cecos.edu.pk/careers