

Vacant Position Advertisement and Details

Short Advertisement

CECOS University, Peshawar – Finance Department

We are hiring!

Position: **Accounts Officer**

To support the receivables management function by maintaining accurate records of student dues, monitoring recoveries, preparing reports, and assisting in implementation of recovery policies.

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: **Accounts Officer**

Department: Finance Department, CECOS University, Peshawar

Key Responsibilities:

- Maintain updated records of student receivables and other institutional dues.
- Monitor challan issuance, payments received, and outstanding balances.
- Prepare monthly receivable aging reports.
- Follow up with concerned departments regarding outstanding dues.
- Assist in preparation of reports for the Dues Recovery Committee.
- Maintain recovery tracking sheets and databases using advanced MS Excel tools.
- Assist in identifying overdue accounts and preparing recovery lists.
- Support implementation of receivable policies and procedures.
- Ensure proper documentation and record keeping for audit purposes.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field (ACCA, CMA, CA preferred).
- Minimum of 5+ 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