



Sadiq Public School

CAREER

Applications are invited for the following positions:

Assistant Accounts Officer

- **CA/ACCA/ACMA/MBA/M. Com/B. Com**
- Candidate must have 5-10 years of handling official accounts of a school and staff, preparation of annual / govt. budget, pensions, CP fund, depreciation, balance sheets & income/expenditure

Account Clerk

- **B.Com / D.Com / I.Com / Intermediate**
- Candidate must have 5-10 years' experience in maintaining school accounts, handling vouchers, bookkeeping, salaries, pensions, CP/GP fund and income/expenditure records.

Cash Officer / Cashier

- **B.Com / B.A. / B.Sc.**
- Candidate must have 3-5 years' experience in fee collection, issuing receipts, maintaining cash and fee records, bank transactions, and reconciliation, financial reporting, and data entry.

House Matron (Female)

- **B.Sc/B.A./ADP**
- Candidate must have good spoken and written English. Required to live in the boys hostel (age group 3-11) to look after the Boarders.

Experienced staff are only encouraged.

Applicants are required to send their CVs to hr@sps.edu.pk by **07-11-2025**. Only shortlisted candidates will be called for an interview. **No TA/DA** will be admissible.