

Accounts Internship

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Company: More Than Accountants Private Limited

Location: Lahore

Category: office-and-administrative-support

About More than Accountants:

At More than Accountants, in short for financial excellence, we are passionate about providing high-quality support and solutions to our clients at reasonable costs. We seek to build strategic partnerships with our clients to help them maximise their profitability and productivity in the most cost-efficient manner.

Key responsibilities of the role will include:

Raising sales invoices and bills on Xero and Hubdoc.

Helping senior team members on adhoc task.

Doing weekly, monthly, and quarterly bank reconciliations.

Ad-hoc administration duties

Skills Required:

Good working knowledge of MS Excel

Good communication and interpersonal skills

Excellent English communication.

Qualification:

Active ACCA /CIMA Affiliate / finalist or having O A levels background and further pursuing career in account

Office based opportunity and timings will be UK-based, so it will be from 2 p.m. to 9 p.m. PST..

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