

Accounts Senior

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Company: Harkia Chartered Accountants

Location: Pakistan

Category: office-and-administrative-support

Location: Pakistan / Work from Home and from our offices: Karachi, Lahore, Islamabad, Peshawar, (depending on individual circumstances)

Harkia Chartered Accountants is a London, UK-based, reputable ICAEW Chartered accounting firm providing comprehensive financial services to a diverse client base. We are currently seeking an experienced **Accounts Senior** to join our team. As an Accounts Senior, you will play a crucial role in preparing statutory accounts for limited companies under UK GAAP, FRS /. You will also be responsible for various other accounting tasks, including VAT return preparation and bookkeeping using software such as QuickBooks, Xero, VT, and Excel.

Responsibilities:

1. Prepare statutory accounts for limited companies under UK GAAP, FRS /.
2. Efficiently handle VAT return preparation and bookkeeping using QuickBooks, Xero, VT, and Excel.
3. Draft letters and emails for clients, ensuring clear and concise communication.
4. Prepare corporation tax returns and personal tax returns for clients.
5. Handle partnership accounts, including LLP (Limited Liability Partnership).
6. Analyse financial data and provide reports to directors, highlighting key findings and recommendations.
7. Assist in tax planning to maximise clients' financial benefits.
8. Support in the computation of capital gains tax and inheritance tax.
9. Prepare sole trader accounts and their respective tax returns.

10. Maintain accurate ledger records and schedules for all accounts.

Requirements:

1. Must be ACCA/CA affiliate or CA (Pak) Part Qualified.
2. Minimum **ONE** year of experience in a **UK-based accountancy practice**.
3. Excellent communication skills in English, both written and verbal, to effectively interact with clients and team members.
4. Strong knowledge of FRS , FRS , and UK GAAP.
5. Proficient in using **Microsoft Excel** and accounting software such as **MYT, Xero, and QuickBooks**.

Professional behaviour, maintaining confidentiality and adhering to ethical standards.

Salary Package

7. Salary Range: PKR 50, - PKR 60, per month. This will be dependent on experience.
8. Annual holidays -20 days plus 8 UK bank holidays.

At Harkia Chartered Accountants, we value teamwork, innovation, and dedication. Join our dynamic team and contribute to our client's financial success. Apply now and embark on a rewarding career as an Accounts Senior.

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