

## Senior Accountant

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Company: H Accountancy Ltd

Location: Karachi

Category: business-and-financial-operations

Senior Accountant H Accountancy Ltd, Pakistan An outsourcing opportunity has arisen from H Accountancy. We are a rapidly growing accountancy firm in UK. As part of our growth, we are seeking qualified competent staff to join our team of professional accountants at a remote office in Karachi, Pakistan. Job Specification We are looking for successful candidates ideally from an accountancy practise background to possess the following skills: Proficient in Microsoft Office Package specially Excel Word processing speed, 55+ words per min Candidates with accounting background advantageous, specially pursuing or qualified ACCA, ACA, ICMA (ideally qualified) Understand UK VAT rules (google it!) UK limited company and sole trader accounting period (google it!) UK Payroll system (google it!) RTI Submission (google it!) Develops an understanding of IT to gain efficiencies on assignment Develops an understanding of the firm's methods and standards of work required Becomes familiar with the firm's administrative and office procedures It would be desirable for the candidate to have been working in a firm of accountants Proficient in Sage and Xero accounting software Private & Confidentiality needs to be adhered to at all times Preparation of small and medium sized limited company and LLP accounts primarily from a trial balance as well as manual client records. Preparation of industry specific accounts including: solicitors accounts and charities per UK Law Management accounts preparation and cash flow projections Oversee / review monthly management accounts process Statutory accounts and tax returns Assist FD with annual budgets Manage cash flow on daily / medium term basis Ad hoc projects Liaise with other departments Preparation and submission of Tax schedules Balance sheet analyses & reconciliations Skills

SpecificationExcellent communication skills - both written and verbal in EnglishExperience in liaising with colleagues to administer tasks

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