

Senior Accountant

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Company: H Accountancy Ltd

Location: Lahore

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 Lahore, 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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