



## **JOB POSITION: ASSISTANT ACCOUNTANT**

We are a UK-based accounting firm providing accounting and bookkeeping services to law firms. We have an offshore office in Lahore, and we are currently recruiting for an Assistant Accountant to join our Lahore office.

Your role will mainly include:

- Updating banking transactions on client's software.
- Updating sales and purchase invoices on client's software.
- Bank Reconciliations
- Running Month and Year End Reports
- Process Payroll on Sage 50 Payroll
- Prepare and Submit VAT returns.
- Assist clients with year-end audits.
- Prepare and submit company accounts to companies' house.
- Prepare and submit personal and company tax returns and submissions to HMRC.

You will be given the opportunity to work on a variety of accounting softwares. Please email your CV/Resume to HR Manager at [ZAS@mylegalcashier.com](mailto:ZAS@mylegalcashier.com) by **20<sup>th</sup> September 2024**.

Our official website: [www.mylegalcashier.com](http://www.mylegalcashier.com)

## **REQUIREMENTS**

### **Experience:**

Fresh – 1 year

### **Qualification:**

ACCA / CA / ACMA / CMA or

Minimum 16 years education in Accounting & Finance / Business Administration

### **Job Shift:**

10:00 AM to 6:00 PM (Pakistan Standard Time), Monday to Friday

### **Job Location:**

Gulberg III- Lahore, Pakistan

### **Job Type:**

Full Time/Permanent