



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 softwares
- Updating sales and purchase invoices on client's softwares
- Bank Reconciliations
- Running Month and Year End Reports

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 by **15 December 2023**.

Our official website: www.mylegalcashier.com

REQUIREMENTS

Experience:

Fresh – 1 year

Qualification:

Minimum 16 years education in Accounting & Finance / Business Administration / Commerce

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