



<https://alhamzagroup.net/job/accounts-assistant/>

## Accounts Assistant

### Description

We are hiring an Accounts Assistant to support the finance team in managing day-to-day accounting operations, maintaining accurate financial records, and assisting in reporting and compliance.

### Responsibilities

- Maintain and update financial records, ledgers, and accounts.
- Assist in preparation of financial statements and reports.
- Handle invoices, payments, and reconciliations.
- Ensure proper filing of accounting documents.
- Support audits and coordinate with internal departments for financial information.

### Qualifications

- B.com degree in Accounting, Finance, or related field.

### Experience

- 1–2 years of experience in accounting or finance (preferred).
- Basic knowledge of accounting software and MS Excel.
- Strong analytical, organizational, and communication skills.

### Job Benefits

- Competitive salary package
- Yearly Bonus
- Health insurance
- Fuel allowance
- Alternate Saturday off

### Hiring organization

Al-Hamza Trading

### Employment Type

Full-time

### Duration of employment

Permanent

### Industry

Accounts

### Karachi

Suite #301-4, 3rd Floor, Beaumont Plaza, Beaumont Road, Near PIDC House

### Working Hours

10:00am To 06:00pm

### Base Salary

Rs 45k - Rs 50k

### Date posted

April 21, 2026

### Valid through

31.05.2026