



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

## Accounts Executive

### Description

We are looking for an Accounts Officer to join our finance team. The ideal candidate will have a solid background in accounts operations with hands-on experience in accounting processes.

### Responsibilities

Manage day-to-day accounting functions.

Prepare vouchers, maintain ledgers, and reconcile accounts.

Assist in month-end and year-end closing.

Support audits and ensure proper documentation.

Ensure compliance with company policies and accounting standards.

### Qualifications

B.Com (Bachelor of Commerce).

4-5 years of experience in an Accounts Department (manufacturing industry preferred).

Strong knowledge of accounting procedures.

Proficiency in MS Office and accounting software.

Good analytical and communication skills.

### Job Benefits

Competitive salary package

Performance-based bonuses

Gratuity

Leave encashment

Health insurance

Fuel allowance

Alternate Saturday off

### Hiring organization

National Petrocarbon (pvt) Ltd

### Employment Type

Full-time

### Duration of employment

Permanent

### Industry

Accounts

### Job Location

Suite #301-4, 3rd Floor, Beaumont Plaza, Beaumont Road, Near PIDC House, 75530, Karachi, Sindh, Pakistan

### Working Hours

Office Timings: 10:00 AM - 6:00 PM, Monday to Saturday (alternate Saturdays off).

### Date posted

September 22, 2025

### Valid through

25.10.2025