

<https://alhamzagroup.net/job/jr-account-officer/>

## Jr. Account Officer

### Description

We are hiring a Jr. Account Officer 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

- Graduate degree in Accounting, Finance, or related field.
- 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
- Performance-based bonuses
- Health insurance
- Fuel allowance
- Alternate Saturday off

### Hiring organization

Al Hamza Minerals

### Employment Type

Full-time

### Duration of employment

Permanent

### Industry

Accounts

### Job Location

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

### Working Hours

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

### Base Salary

Rs 45000 - Rs 65000

### Date posted

September 20, 2025

### Valid through

05.10.2025