

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-today 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