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Accounts Officer

Accounts and Finance

Location: Karachi

Engaging tasks await you to

- Maintain a listing of all outstanding receivables /payables and non- receipted/paid withholding taxes
- Investigate un-receipted/un-paid withholding taxes disputed by client/vendors for prompt resolution and posting clearing them from the job ledgers
- Prepare and send monthly breakdown of un-receipted/un-paid withholding taxes to Partner and Manager
- Prepare and submit monthly/annually statement of income and sales tax
- Provide relevant tax advice and statutory update as regards the administration of withholding taxes

Leadership capabilities

- Builds own understanding of our purpose and values; explores opportunities for impact
- Understands expectations and demonstrates personal accountability for keeping performance on track
- Understands how their daily work contributes to the priorities of the team and the business

You possess following skills and experience

- Bachelors in Accounting and Finance or in the related field
- A Finance professional with at least 2-3 years of experience and knowledge in tax (direct and indirect) related field
- Experience of managing computerized accounts systems
- Proven communication skills in written and spoken English
- Excellent computer proficiency especially in MS Excel and database management systems such as Access (RDMS) etc.

Technical & Professional capabilities

- Prepares tax provisions using technical skills to accurately complete calculations and follow Firm policies and procedures
- Conducts research on tax regimes in local and other tax jurisdictions in which clients operate
- Develops knowledge of current tax legislation across the Global Tax and Legal function

Get in touch

Apply in confidence by sharing your updated profile to pkhumancapital@deloitte.com no later than September 13, 2017 with "Accounts Officer" in subject line.

We will be happy to welcome your queries at: **+92 (21) 3454 6494-7 Ext. 409**

Deloitte Yousuf Adil, Chartered Accountants is an equal opportunity employer.