



**Bahria  
Foundation**  
*a trusted partner*



## ACCOUNTANT- COMERCIAL BUSINESSES

### Qualification:

B. Com, BBA (Fin), ICMA/ACCA (Part Qualify)

### Experience:

02 to 03 years of relevant experience

### Skills:

- Pro-efficiency in MS Office (specially Excel)
- Communication & Interpersonal Skills
- Organizational & Financial Knowledge
- Technical & Computer Skills
- Compliance & Regulatory Understanding
- Strong Grip of Numeric Data
- Punctuality & Discipline
- Basic Knowledge of Vouchers& financial Operations.

### Key Job Responsibilities:

- Maintain accurate and up-to-date financial records.
- Prepare Monthly Financial Statements to ensure accuracy and compliance with IFRS.
- Maintain and update records for fixed Assets.
- Process accounts payable transactions promptly and accurately.
- Reconcile discrepancies in financial records and ensure timely resolution.
- Assist in the development and monitoring of budgets.
- Collaborate with Internal & external auditors during financial audits.
- Ensure compliance with accounting standards and regulations.
- Implement and monitor internal controls to safeguard financial assets.
- Work Closely with cross-function teams, including finance, operations and management.
- Any other Task as assigned by Line Manager.

Interested candidates meet the above criteria forward CVs at  
**careers@bahriafoundation.com** latest by  
**20 March 2026**

**Location: 6<sup>th</sup> Floor, Bahria Complex II, M.T Khan Road, Karachi.**