

Job Title: Assistant Manager/ Manager Taxation

Location: Islamabad

Job Type: Full-Time

Department: Tax Advisory services

Reports To: Director Taxation

Job Summary:

We are seeking a qualified and detail-oriented Accountant with proven experience in Tax services to join our consultancy firm. The ideal candidate will be responsible for preparing and filing tax returns, ensuring compliance with tax regulations, and providing clients with accurate, timely, and insightful tax-related guidance

Key Responsibilities:

- Prepare and file various client tax returns, including income tax, sales tax, and withholding tax, in accordance with local laws and deadlines.
- Conduct tax calculations and reconciliations, ensuring accuracy and completeness of financial data.
- Provide clients with advisory on tax planning, structuring, and compliance strategies.
- Respond to tax notices and handle correspondence with tax authorities

Qualifications and Requirements:

- CA/ Finalist, ACCA, ICMA, or equivalent
- Minimum 04 years of hands-on experience in accounting and tax services, preferably in a consulting or client-service environment
- Candidates with articleship with reputed firms shall be preferred.
- Proficient in accounting software such as QuickBooks, Odoo, Oracle or other ERP systems
- Solid understanding of local accounting principles, tax laws, and regulatory frameworks
- Excellent communication and interpersonal skills to manage client relationships
- Ability to handle multiple client accounts simultaneously and meet tight deadlines

Preferred Skills:

- Prior experience in an accounting or consultancy firm
- Strong analytical and problem-solving abilities
- Client-oriented approach with a professional demeanor
- Familiarity with payroll processing and compliance is a plus

Salary: Competitive based on experience

Location of Work: Hybrid with occasional travel to client sites, if required

Application Deadline: June 15, 2025

To Apply: Please send your updated CV on Web and send a copy at elevantraprivateld@gmail.com with the subject "Assistant Manager/ Manager Taxation"

About Eleantra

Eleantra is a dynamic consultancy firm committed to driving sustainable growth, operational excellence, and strategic transformation for businesses

We offer tailored solutions in finance, operations, strategy, and organizational development, working closely with clients to solve complex challenges and deliver real results

At Elevantra, you'll join a team of experienced professionals who thrive on innovation, collaboration, and impact. Whether supporting startups or optimizing established enterprises, we empower our people to grow with purpose and make a difference