

Location: Islamabad

Job Type: Full-Time

Department: Accounting & Advisory services

Reports To: Director Accounts & Advisory

Job Summary:

We are hiring an experienced and client-focused Accountant to join our consultancy firm. The selected candidate will be responsible for delivering comprehensive accounting and tax services to our clients, ensuring accuracy, compliance, and professional service delivery. This is a client-facing role that requires strong technical skills and the ability to manage multiple assignments across different industries

Key Responsibilities:

- **Accounting & Financial Reporting:**
Manage bookkeeping, general ledger, reconciliations, and financial statement preparation; support month-end/year-end closings and financial analysis for client accounts
- **Tax Compliance & Filing:**
Prepare and file various tax returns (income tax, sales tax, withholding tax) in compliance with applicable laws; maintain proper documentation and support during audits or tax assessments
- **Advisory Services:**
Provide strategic tax planning and financial advisory to optimize client tax positions, ensure regulatory compliance, and support business decision-making
- **Client Relationship Management:**
Act as the primary liaison for clients on accounting and tax matters; deliver timely, professional support and maintain strong client relationships
- **Regulatory Compliance & Audit Support:**
Ensure adherence to accounting standards (e.g., IFRS/local GAAP) and tax regulations; coordinate with auditors and authorities as required
- **Knowledge & Process Improvement:**
Stay abreast of updates in tax laws and financial standards; contribute to internal process enhancements and knowledge sharing

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 articlessip 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 to elevantraprivateltd@gmail.com with the subject "Assistant Manager/ Manager Accounts"

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 Eleantra, 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.