

CAREER OPPORTUNITY AT BLIMP

SENIOR OFFICER/OFFICER FINANCE

We are looking for an enthusiastic person to join our advertising and marketing agency. The perfect candidate will have complete command over accounting practices, well-aware of Financial Regulations and Laws, be self-driven but a team player, creative, and enthusiastic with a passion for Financial Management. This is a full-time role based in Peshawar.

Essential Attributes

- Three years previous experience in the Finance Department of a well-established organisation, or two years' experience of working at a Chartered Accountancy firm.
- ACCA accreditation, or at least a bachelor's degree in a relevant field of study.
- Must have complete knowledge of book keeping, maintaining ledgers and reconciliation of bank statements.
- Knowledge of latest financial reporting standards.
- Knowledge of relevant taxation and financial regulations.

Desired Attributes

These skills will improve your chances of getting selected.

- Excellent communication skills with a good command over written English.
- Experience of having handled finances of a Marketing Company.
- Additional Financial Certifications

The Role & Responsibilities

You will be required to handle the finances of a medium sized Marketing and PR firm, as below:

- Ensuring accuracy in recording all financial transactions, usually on computer systems
- Preparing Balance Sheets and Reconciling Bank Statements
- Recording and pursuing all Accounts Payable and Accounts Receivable
- Preparation of costing for new projects
- Dealing with government departments for matters such as Taxation, EOBI, ESSI etc.
- Financial Forecasting and Planning; producing monthly, quarterly and annual reports
- Managing Payroll and Salaries of the office staff
- Basic office administration such as purchases, asset management, inventory tagging etc.
- Any additional finance related activities as directed by Management (This might entail travel to clients or other departments)

What's in it for you?

A career at Blimp offers you great benefit opportunities with a competitive package of salary, benefits and recognition.

- Creative work environment.
- Saturday & Sundays off.
- Guaranteed annual holidays

- Fast-track career progression
- A competitive salary

This is a full-time but flexible 7-hour a day commitment based in Peshawar. The job comes with a standard three-month probation period.

About Blimp

Blimp is a fast-growing marketing & PR agency based in Peshawar. With a growing portfolio of clients, we are always on the look for enthusiastic people to join our team.

Apply for this job by emailing a cover letter and CV to:

work@blimp.pk