

Job Title: Finance Assistant

Location: Peshawar

Job Type: Full-time

About DYNIMAX Intermedia Ltd:

DYNIMAX Intermedia is a premier multimedia and IT company based in Peshawar and London, known for its innovative approach and commitment to quality in video production, animation, and digital marketing.

Job Overview:

We are seeking a Finance Assistant to provide administrative support to the finance department. The ideal candidate will have a basic understanding of financial and accounting procedures and will be responsible for processing transactions, preparing financial reports, and assisting in day-to-day financial operations.

Key Responsibilities:

- Assist in processing invoices, payments, and financial transactions.
- Maintain accurate financial records and filing systems.
- Support the finance team in preparing financial statements and reports.
- Help with budgeting and financial forecasting.
- Reconcile bank statements and manage petty cash records.

Qualifications:

- Bachelor's degree in finance, accounting, or a related field.
- Minimum 1 year of experience in a finance or administrative role.
- Familiarity with accounting and financial software.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office, particularly Excel.

Why Work at DYNIMAX?

- Competitive salary packages.
- Opportunities for growth and advancement.
- Dynamic and creative work environment.
- Chance to collaborate with international clients.
- Pension.

How to Apply:

Send your resume and cover letter to hr@dynamax.com with the position title in the subject line.

Shortlisting and interviews will be conducted on a revolving basis. CVs will be kept in a databank for future opportunities.