

JOB DESCRIPTION FORM

Job Title	Accountant
Location	Dubai
Grade	
Department / Section	Finance
Contract Type	Permanent
Reference	UE1005

Job Core Functions:

General accounting including preparing journal entries, maintaining balance sheet schedules and ledgers and account and bank reconciliations. Assist with monthly closings and account.

Main Duties

- Handle petty cash
- Process PV's, RV's and GJ
- Post on GL,
- Process sales invoices and purchasing orders
- Prepare data for reports as requested by management
- Handling fixed assets
- Assist with monthly closings and preparation of financial statements
- Assist with account/bank reconciliation
- Reconcile and maintain balance sheet accounts
- Assist with implementing and maintaining internal financial controls and procedures

Key Results Area

Ensure appropriate assistance and support to chief account to keep deadlines and proper reporting.

Internal and External Communication Channels

Internally needs to have a close working relationship with all functions
Need for effective working relationship with auditors, suppliers, vendors

Relationships:

Report directly to Chief Accountant
Supervise none

Education

The candidate shall have a Diploma in Business/Accounting or equivalent

Other Qualifications

- 0-3 years of relevant experience
- Very good command of English - Arabic

Resources Required

Human:

Equipment: PC, professional software

Others:

Competencies:

- Knowledge of accounting principles and practices
- Proficiency in relevant accounting software and IT tools (Great Plain an advantage)
- Knowledge of financial reporting
- Accurate and meticulous
- Dependability, discipline and ethical integrity
- Methodology and initiative
- Good interpersonal skills
- Ability to work under pressure

Extra Benefits

Disclaimer Clause

Other duties or special projects may be assigned to the job holder as deemed necessary by the work

Name & Signature

Incumbent

Operational Director

HR Director

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