

Internship & Work-Integrated Learning Center (WIL)

JOB VACANCY FORM

Job Reference No.: JV121

Company Name: Alain Farms for Livestock Production

Company Type: Semi-Government



Job Position/Title:	Payable Accountant	Academic Major:	Accounting
Salary Range:	10,000 -14,000	Years of Experience:	Fresh Graduate with good GPA, Preferably 1-2 Years Exp. in Account
Job Location:	Alain - UAE	Job Type:	Full Time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	• Making payments to creditors. • Verifying invoices according to the LPO/approval. • Petty cash payments. • Disposal of payment cheques. • Verification of goods receipt summary of major suppliers in order to make payments. • Reconciliation of accounts • Filing & keeping all payment vouchers, LPO & invoices • Other duties as assigned by HOD.		
Minimum Qualifications:	Bachelor Degrees, Should be good in English , Familiar with any ERP software		
No. of Positions Required:	1		
Job Close Date:	10-01-2012		

To Apply, UAEU Graduates/Alumni should send their CVs to:

adnan@alaindairy.com