

Internship & Work-Integrated Learning Center (WIL)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV176

Company Name: Abu Dhabi Accountability Authority

جهاز أبوظبي للمحاسبة
Abu Dhabi Accountability Authority



Company Type: Government

Job Position/Title:	Assistant Auditor – Financial Audit	Academic Major:	You will need to have attained a Bachelor's Degree in Accounting - Finance with a GPA of at least 3.0
Years of Experience	Fresh Graduate to 3 Years		
Salary Range:	AED 34,200/- per month plus - Additional discretionary rewards as and when you pass your professional certificate exams and attain the certificate. - Pension contribution through the Abu Dhabi Retirement Pensions and Benefits fund. - Study leave spread over the Professional certification programme. During these blocks you will not have the added pressure of having to work at the same time. - Annual leave entitlement of 30 working days. 100% Education allowance for eligible dependent children		
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	Emirati Auditor Program Job Objective As an Assistant Auditor you will be responsible for contributing to various Financial Audit assignments under the supervision of a senior team member. This will be varied and will be comprised of many aspects of Financial Audit reviews and inspections. . You will gain exposure to the work of many entities across different industry sectors. You will be expected to further progress and develop you skills in Financial Audit by progressing to professional certification in accountancy and Audit and also by taking part in secondments to other entities where required Key Responsibilities/Duties - Executes allocated Financial Audit working steps in accordance with methodologies. - Gathers general data relevant to assignments as requested. - Prepares "audit working papers" , minutes of meetings and other relevant documentation under supervision. - Assists in the preparation of the final audit, professional, technical reports under supervision. - Pro-actively pursues ADAA Sponsored professional certification. - Participates in secondments to other entities in order to gain addition insight into Financial Audit		

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	• Takes a pro-active role in the effective use of personal work time. • Performs any other work related duties and responsibilities as requested by the line manager. Training and advancement opportunities ADAA Provides • Full access to ADAA's existing highly qualified and respected professionals, all of whom are experts in their field • Excellent opportunities for career progression and job growth such enrollment in ADAA sponsored professional certificate program (Certified Public Accountant (CPA), or the Certified Internal Auditor (CIA) Certification • The Abu Dhabi Accountability Authority is providing a career pathway for Emirati Auditor development that will take you from an Entry Level as an Assistant Auditor to a Chief Auditor over a period of 7 Years. Working Environment Abu Dhabi Accountability authority is a mixed environment where employees are required to operate both in the ADAA offices and also by travelling to Abu Dhabi Government and Semi Government entities in order to carry out their work.
Minimum Qualifications:	Aside from your Bachelor's degree ADAA also requires: • GPA 3.0 and above • Your English language skills will also need to be very good and evidenced by a recent (within the last two years) IELTS grading of at least 5.5 • Academic achievement alone though isn't enough. As an Assistant Auditor you should be able to show your ability to display certain personal attributes in the work environment such as your skills in managing conflict with your peers or your ability to work together in a team with your colleagues. • 0 to 3 years of professional experience in auditing is required
No. of Positions Required:	4
Job Close Date:	Open Until Filled

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

NR@adaa.abudhabi.ae

And

JN@uae.ac.ae

Please mention "**Job Reference No.: JV176**" in your email title in case we lost your information during filing.
Only doc/PDF/Zip files are acceptable.

