

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[©]

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

Job Reference No.: JV266

Company Name: **Abu Dhabi Educational Council**

Company Type: Government



مجلس أبوظبي للتعليم
Abu Dhabi Education Council
Education First

Job Position/Title:	Accountant	Academic Major:	Accounting /Finance
Salary Range:	31,800 AED	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Male
Job Description:	- Assist in the preparation of financial reports and accounts for the section and ensure that these are integrated with all financial/accounting activities of the Finance Division; - Ensure all accounts prepared meets all guidelines and standards set by the Department of Finance, the Ministry of Finance and any international accounting standards as appropriate; - Provide all information and data to the internal auditors of the Council and external auditors to assist in their work and report preparation; - Provide accurate financial data to the various Council Divisions to assist in business operations; - Support Senior Accountant in variable tasks/assignments and provide informal guidance to Assistant Accountants as needed ; - Manage vendor invoice approval for payments; - Review, enter and validate suppliers' invoices, scholarship student payments and review payroll summary reports; - Register fixed assets and maintain database to as to capture accurate values at all times; - Value assets against depreciation, record findings in fixed assets register; - Document period end closing and post to GL to reflect all transactions and closing figures ; - Define contract payment terms and conditions to ensure that ADEC minimizes exposure to risk; - Manage insurance and all other contracts to support risk management activities; - Ensure contract fees are honored/paid and follow up on debtors; - Process down and progress payments to support effective debt management;		

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	• Receive and maintain the database of bank guarantees to ensure accuracy at all times; • Consolidate all performance reports and completion certificates prepared by end users, assist in reviewing KPI scoring as applicable and ensure proper computation of performance related fees; >> • Chase cash/credit receivable from Department of Finance and record of all income; • Handle cash flow and petty cash, ensure that all transactions are recorded clearly; • Handle bank and cash interest accounts; • Update/maintain the GL and chart of accounts to reflect all financial/transactional activity of the Council; • Reconcile accounts and balances on a monthly basis; • Participate in all financial closing activities; • Prepare sub-ledger reports on a monthly basis; • Prepare final trial balance; • Assess budgets proposed by School Operations Planning Division; • Assist school administration teams in budget management; • Coordinate school accounts and payments; record revenue and follow up on corrections; • Track school grants and fund disbursements, ensure that all income and expenditure is recorded in compliance with Accounting Standards; • Participate in all closing activities applicable to financial reporting of ADEC schools ; • Provide support to other Sections as and when required;
Minimum Qualifications:	• Bachelor Degree. • Language proficient in Arabic and English (written and spoken). • Communication skills. • GPA should be <u>2.5</u> and above
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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

Omar.alalhaeri@adec.ac.ae

&

JN@uae.ac.ae

Please mention "UAE University: Full Name" & "Job Reference No.: JV266" in your email Subject in case we lost your information during filing. Only doc/PDF/Zip files are acceptable.

