

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

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JOB VACANCY FORM[®]

Job Reference No.: JV269

Company Name: **Department Of Finance - Abu Dhabi**



Company Type: Government Sector

Job Position/Title:	Accountant	Academic Major:	Accounting
Salary Range:	More than 30,000 AED	Years of Experience:	Fresh Graduate (2-5 years of experience)
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Male
Job Description:	- Knowledge of financial systems and budgets, financial reporting, financial data analysis, auditing, taxation and providing financial advice. - Compile and analyze financial information to prepare financial statements including monthly and annual accounts. - Ensure financial records are maintained in compliance with accepted policies and procedures. - Prepare financial management reports. - Ensure accurate and timely monthly, quarterly and year end close. - Develop and maintain financial data bases. - Financial audit preparation and coordinate the audit process. - Ensure accurate and appropriate recording and analysis of revenues and expenses		
Minimum Qualifications:	- Bachelor degree. - GPA 2.5 and above. - SKILLS: planning and organizing-strong communication skills-attention to detail and accuracy- judgment and problem-solving-ICDL & ILTS or Tofel.		
No. of Positions Required:	2		
Job Close Date:	12/12/2013		

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

E-mail: Recruitment@dof.abudhabi.ae

&

JN@uae.ac.ae

Please mention "UAE University: Full Name" & "Job Reference No.: JV269" in your email Subject in case we lost your information during filing. Only doc/PDF/Zip files are acceptable.

JOB NAVIGATOR

Locating Your Career Path

