

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[©]

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Job Reference No.: JV286

Name: **Abu Dhabi Education Council**

Company Type: Government



Job Position/Title:	Payroll Specialist	Academic Major:	Finance & Banking - Accounting
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:	- Administer the preparation, distribution, and reporting processes for payroll as per the guidelines prescribed by Department of Finance to ensure timely payment of salaries, pensions and other benefits to all employees in ADEC. - Assist the Team Leader in the ongoing maintenance and development of accurate and efficient payroll systems and procedures; Develop clearly auditable processes for the timely receipt, registration, verification and approval of all expense payments for ADEC. - Assist the Team Leader in maintaining all payroll general ledger accounts and personnel budgetary balances for all ADEC payroll accounts. - Calculate of wages and deductions to ensure compliance with ADEC guidelines and procedures; initiate salary remittance process to banks as well as the issuance of pay checks to ADEC employees on a monthly basis. - Compile periodic and special reports on payroll matters, draft reports and provide documentation to internal and external auditors on payroll activities ensuring all specialists maintain clear audit trails of procedures followed and resolve individual payroll queries from employees as required, escalating issues to management where appropriate. - Contribute (as required) to identify areas of improvement in terms of payroll processes, use of technology etc. and work (in coordination with ICT Division) to implement any changes. - Process accurate and timely year-end reporting when necessary. - Receive and review payroll variations from Employee Relations. - Follow up with the bank for unsettled payments.		
Minimum Qualifications:	- Bachelor Degree. - Language proficient in Arabic and English (written and spoken). - Communication skills. - GPA should be 2.5 and above		
No. of Positions Required:	1		
Job Close Date:	02/03/2013		

To Apply, UAEU Graduates/Alumni should send their CVs to:
omar.alhashmi@adec.ac.ae or iman.alhashmi@adec.ac.ae
& JN@uaeu.ac.ae

Please mention "UAE University: Full Name" & "Job Reference No.: JV286" in your email Subject in case we lost your information during filing. Only doc/PDF/Zip files are acceptable

