

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.: JV318

Company Name: **AL Foah**

Company Type: Semi-Government



Job Position/Title:	Accountant	Academic Major:	Accounting
Salary Range:	15,000-25,000 AED	Years of Experience:	Fresh Graduate to 2 years of experience
Job Location:	Al Ain	Job Type:	Full time
Nationality:	Only UAE Nationals	Gender:	Male
Job Description:	ROLE PURPOSE: Responsible to review and prepare accurate and timely financial reports and statements to ensure the appropriate accounting control procedures are fulfilled. KEY ACCOUNTABILITIES: Audit - Assist with preparation and coordination of the audit process to ensure the receivables are up to date. - Compiles and sorts documents, such as invoices and checks, received from suppliers to verify business transactions. - Prepare financial audits on all invoices received to make sure that payments are done accordantly to the terms and conditions agreed upon. Payments - Issue checks or transfer the fees to suppliers based on the LPO or contracts after ensuring that the services have been received Petty Cash - Review the invoices that need to be paid in cash en sure they have all the approval signatures needed as per company's procedures. - Assists employees and suppliers by answering questions related to accounts, procedures, and services. Projects - Prepare, and analyze accounting records, contracts, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards for all projects. - All payments for big projects must be approved and signed by the committee to ensure they all agree on the set terms and conditions. - No payments can be issued on project base to a personal account as per Al Foah policies and procedures. - Monitor and follow up on accounts payable and receivable to ensure that payments are up to date. Policies, Systems, Processes & Procedures - Follow all relevant Finance policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and		

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	consistent manner. ERP System - Code data to input it on system according to Al Foah procedures for future reference. - Reconcile and post details of documents like business transaction and funds and confirm it against the system to give an accurate report. Printing all transfers and checks payments through the system to ensure that we pay suppliers and contractors on time. Continuous Improvement - Contribute to the identification of opportunities for continuous improvement of the System Implementation systems, processes and practices taking into account 'international best practice', improvement of business processes, cost reduction and productivity improvement. Reports - Ensure financial records are maintained in compliance with accepted policies and procedures. - Complete forms and reports to maintain the direct work which is done daily, weekly and monthly. - Assist with monthly closings and preparation of monthly financial/accounting statements to ensure that we are reducing costs for Al Foah benefit. - Reconciles bank statements and reports to ensure payments are done on time. Print all kind of reports using the system as it will give a precise and an actual document plus a copy will be saved for any further references on system.
Minimum Qualifications:	- Bachelor Degree. - Language proficient in Arabic and English (written and spoken). - Communication skills. - Accuracy / Attention to detail - Time Management / Organizing - Interpersonal Skills - Attention to details
No. of Positions Required:	2
Job Close Date:	June

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

malnauimi@alfoah.ae

And

JN@uaeu.ac.ae

Please mention "UAE University: Full Name" & "Job Reference No.: JV318" in your email Subject in case we lost your information during filing. Only doc/PDF/Zip files are acceptable.

