

**Center for Career Placement & Alumni**  
*Graduate Placement Services (GPS)*

**JOB VACANCY FORM<sup>©</sup>**

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

**Job Reference No.:** JV520

**Company Name:** Al Jaber Group



**Company Type:** Private

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                             |                                        |
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| <b>Job Position/Title:</b> | Junior Accountant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Academic Major:</b>      | Accounting                             |
| <b>Salary Range:</b>       | Competitive Package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Years of Experience:</b> | Fresh Graduate or 2years of experience |
| <b>Job Location:</b>       | Abu Dhabi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Job Type:</b>            | Full-time                              |
| <b>Nationality:</b>        | Only UAE National                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Gender:</b>              | Both                                   |
| <b>Job Description:</b>    | <p><b>Key Objectives of the Job</b></p> <p>To service the BU and provide it with the necessary financial information on a timely basis to make informed decisions and ensure the finance function operates in a manner that ensures the smooth operation of the business.</p> <p><b>Duties and Responsibilities</b></p> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>• Ensures profit/loss account and detailed analysis completed in accordance with the group reporting timetable.</li> <li>• Ensures all balance sheet accounts are reconciled and reflect fairly the company's assets and liabilities.</li> <li>• Manages and supervises all direct reports to ensure efficient operation of the finance department</li> <li>• Sets objectives and appraises all direct reports on a semi annual basis.</li> <li>• Ensures Al Jaber Group policies and procedures and authority limits are adhered at all times.</li> <li>• Advises and assists Managing Director/ General Manager on all financial aspects of the business</li> <li>• Ensures suppliers are paid and receivables collected on a timely basis.</li> <li>• Improves the efficiency of processes and the integrity of the financial systems</li> <li>• Identifies and advices cost saving opportunities and ensures their</li> </ul> |                             |                                        |

## Center for Career Placement & Alumni

### Graduate Placement Services (GPS)

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|                                   | <p>implementation.</p> <ul style="list-style-type: none"> <li>Ensures the Financial Statements of the Business Units fairly reflect all assets and liabilities and the profit and loss account is a fair statement of the Business Units operating income and expenditure.</li> </ul> <p><b>Key Results/Outcomes:</b></p> <ul style="list-style-type: none"> <li>Monthly Information Report</li> <li>Request for violation policy and procedures</li> <li>Balance Sheet</li> </ul> |
| <b>Minimum Qualifications:</b>    | Bachelor Degree.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>No. of Positions Required:</b> | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Job Close Date:</b>            | Open Until Filled                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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

**[emiritization@aje.ae](mailto:emiritization@aje.ae)**

**JOB NAVIGATOR**

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