

**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.:** JV657

**Company Name:** Tawam Hospital



**Company Type:** Government

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| <b>Job Position/Title:</b> | Payable Accountant<br>"Developee"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Academic Major:</b>      | Accounting                                 |
| <b>Salary Range:</b>       | 34,000 AED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Years of Experience:</b> | Fresh Graduate with High<br><b>GPA 3.0</b> |
| <b>Job Location:</b>       | Al Ain                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Job Type:</b>            | Full-time                                  |
| <b>Nationality:</b>        | UAE National                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Gender:</b>              | Both                                       |
| <b>Job Description:</b>    | <p>Responsible for ensuring the accurate and timely payment of accounts payable commitments as authorized and maintaining records of bills and disbursements of payments, payables and advances. Also responsible for promoting the enhancement of accounting standards through utilization and review of appropriate accounting control procedures.</p> <ul style="list-style-type: none"> <li>Processing the day to day operations within the payable department/section</li> <li>Carrying out day-to-day bookkeeping and finance/accounting tasks that are subject to well-defined procedures</li> <li>Acting as back up in the absence of Senior Accountant</li> <li>Assisting in any other relevant task that may be assigned</li> <li>Coordinating with various departments/sections of facility on accounting related activities</li> <li>Preparing daily and/or monthly reconciliations</li> <li>Assisting in the critical review and analysis of current accounting and related procedures in order to recommend and implement changes leading to best-practice operations</li> <li>Interacting with internal and external auditors in completing audits</li> <li>Assisting the Manager/Senior Accountant in executing the payments as per the budget ceilings</li> <li>Preparing and processing accounts payable checks, wire transfers and payments for facility</li> <li>Preparing batches of invoices for data entry, entering invoices for payment and processing backup reports after data entry</li> <li>Verifying that transactions comply with financial policies and procedures</li> </ul> |                             |                                            |

## Center for Career Placement & Alumni

### Graduate Placement Services (GPS)

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|                            | <ul style="list-style-type: none"> <li>Developing and maintaining account transaction related information and records on accounts paid and payable</li> <li>Recommending, developing and maintaining financial data bases, computer software systems and manual filing systems</li> <li>Supervising the input and handling of financial data and reports for the company's automated financial systems</li> <li>Reviewing accounting and related system reports for accuracy and completeness</li> <li>Monitoring, sorting and reviewing invoices for facility and resolving invoice discrepancies</li> <li>Ensuring accurate recording of system entries and transactions as well as ensuring compliance with the chart of account and budget to maintain control and data integrity</li> <li>Assisting in month end closing and ensuring timely preparation of monthly reports for relevant departments/sections</li> <li>Ensuring accurate distribution of accounts</li> <li>Responding to verbal and written financial inquiries in a timely manner</li> <li>Providing technical expertise in identifying potential financial/accounting issues</li> <li>Discussing with Manager/Senior Accountant (if necessary) before recommending solutions after obtaining and verifying information</li> <li>Participating in cross-functional teams and committees as appropriate</li> <li>Serving as a subject matter expert with regards to financial/accounting matters and related financial/accounting systems</li> <li>Developing and enhancing team procedure manual and processes and discussing with Manager/Senior Accountant</li> </ul> |
| Minimum Qualifications:    | <ul style="list-style-type: none"> <li>Bachelor Degree</li> <li>Minimum <b>GPA required is 3.00</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| No. of Positions Required: | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Job Close Date:            | 11-Oct-2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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

**[aazizi@tawamhospital.ae](mailto:aazizi@tawamhospital.ae)**

