

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

JOB VACANCY FORM®

Job Reference No.: JV792

Company Name: Masdar Institute of Science and Technology



Company Type: Semi-Government

Job Position/Title:	Payroll Officer - Developee	Academic Major:	Business Administration HR - Finance
Salary Range:	30,000 AED	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full Time
Nationality:	Only UAE Nationals	Gender:	Male
Job Description:	• Compilation of payroll documents; new employees, terminated employees, deductions, reimbursements, unpaid leave ... etc. • Ensure that all personnel records in the payroll database are updated. • Verification of payroll data prior to entering it in the payroll register. • Monitor recurring deductions/payments and follow-up with the concerned functions. • Confirm added/terminated records with the relevant functions; HR, Student Affairs and Registrar's Office. • Update housing/car loan ledger and confirm it with Balance Sheet records. • Process reconciliations; brief and detailed. • Pay slips monthly amendment. • Attend to employees/students queries. • Pension and gratuity computation and payments. • Pension reporting to Pension Fund Authorities. • Manpower statistics report. • Payroll monthly reporting. • Education reimbursements. • Utilities reimbursements. • Computation and payment of final settlements after receiving all the relevant information and clearances. • Off-cycle payment requests. • Annual travel allowance – staff and faculty. • Annual travel allowance – students. • Annual entry of students; processing their reimbursements. • Provide backup for the accounts payable, employee reimbursement functions or any other department function as requested by the Financial Controller. • Perform any other tasks or projects as assigned by management in a timely and diligent manner. • Compilation of payroll documents; new employees, terminated employees, deductions, reimbursements, unpaid leave ... etc.		

Center for Career Placement & Alumni

Graduate Placement Services (GPS)

	• Ensure that all personnel records in the payroll database are updated. • Verification of payroll data prior to entering it in the payroll register. • Monitor recurring deductions/payments and follow-up with the concerned functions. • Confirm added/terminated records with the relevant functions; HR, Student Affairs and Registrar's Office. • Update housing/car loan ledger and confirm it with Balance Sheet records. • Process reconciliations; brief and detailed. • Pay slips monthly amendment. • Attend to employees/students queries. • Pension and gratuity computation and payments. • Pension reporting to Pension Fund Authorities. • Manpower statistics report. • Payroll monthly reporting. • Education reimbursements. • Utilities reimbursements. • Computation and payment of final settlements after receiving all the relevant information and clearances. • Off-cycle payment requests. • Annual travel allowance – staff and faculty. • Annual travel allowance – students. • Annual entry of students; processing their reimbursements. • Provide backup for the accounts payable, employee reimbursement functions or any other department function as requested by the Financial Controller. • Perform any other tasks or projects as assigned by management in a timely and diligent manner.
Minimum Qualifications:	• Good verbal and written communication skills in English and Arabic. • Basic knowledge of accounting principles and practices • Computer literate with good abilities in MS Excel. • Fresh graduates willing to learn and develop will be considered.
No. of Positions Required:	1
Job Close Date:	10/06/2015

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University

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

hr@masdar.ac.ae