

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

JOB VACANCY FORM®

Job Reference No.: JV819

Company Name: Nedaa - Professional Communication Corporation

Company Type: Government



Job Position/Title:	Auditor	Academic Major:	Accounting
Salary Range:	20K to 25K	Years of Experience:	Graduates & Experiences (2-3y)
Job Location:	Dubai	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	- Review all department expenses and audited documentary accounting before carried over in the records, including supplier payments, consultants, contractors and other expenses, in coordination and cooperation with relevant organizational units to verify compliance with the regulations, systems and procedures adopted in accordance with the work program scheduled high professional competence. - Validate accounting entries for all expenditure audited in charge of your expenses computer program and take immediate action to correct the restrictions when the error discovered in coordination with the Accounts Section of the Department of Finance and Administration. - Check the availability of the required financial allocations spent on various budget items carried by the links of the amounts. - Exchange documents verified before payment to ensure the health of the adoption of exchange in accordance with the powers and compliance with the laws and the rules and regulations adopted and records of authorized signatures of officials models by the Director General. - Verify all documents with revenues institution to verify the fulfillment of the financial rights of others and the application of laws and decisions issued in this regard duly followed. - Verified depends private transactions with issued by the human resources management and financial impact with regard to staff entitlements and other related transactions, as well as checking on the insurance and bank guarantees to contractors and consultants after the confirmation of the circle rights are met in accordance with laws and regulations, instructions and orders payments.		
Minimum Qualifications:	- Preferred Experience in area of financial control. - Thorough knowledge of the laws, rules and regulations adopted by the courts. - Full knowledge of systems, methods and procedures for financial control. - Full knowledge of the signatures and powers of the authorized officials. - Accuracy in auditing and error detection. - Ability to prepare reports. - Good knowledge of computerized accounting packages and ability to work independently in our environment. - Clear communication skills with ability to interact independently with internal departments as well as external parties (banks, customers, insurers, suppliers, etc.). - Excellent inter personal skills. - Good communication skills in Arabic & English - Computer literate.		
No. of Positions Required:	2		

Center for Career Placement & Alumni

Graduate Placement Services (GPS)

Job Close Date:	Open Until Filled
-----------------	-------------------

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:
amal.binghalaita@nedaa.ae



UAEU COPYRIGHT 2013