

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

JOB VACANCY FORM®

Job Reference No.: JV917

Company Name: Abu Dhabi vocational education & training institute

Company Type: Government



Job Position/Title:	Officer / Accounts	Academic Major:	Finance & Banking
Salary Range:	20000 to 24000	Years of Experience:	Fresh Graduate or 1 to 3 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	• Entering invoice details in financial system. • Prepare payment requisitions for cheques and overseas drafts. • Preparing documentation for banking and entering data in the system. • Prepare account statements for various account lines. • Preparing reconciliation of supplier accounts. • Process payment for expenses which are to be funded from Institute Fund. • Prepare finance reports as and when required. • Manage and Administer Petty Cash. • Maintain and keep up to date the ADVETI Quality Improvement Unit SharePoint Site		
Minimum Qualifications:	Bachelor of Finance & Banking		
No. of Positions Required:	2		
Job Close Date:	End of January 2016		

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:
career@adveti.ac.ae

