

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

JOB VACANCY FORM[®]

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

Job Reference No.: JV674



Company Name: Healthpoint Hospital

Company Type: Semi-Government

Job Position/Title:	Finance Graduate Trainee	Academic Major:	Finance & Banking
Salary Range:	15,000 – 18,000 AED	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	<u>Procurement</u> - Obtaining and reviewing quotations - Preparation of tender documents - Raising documentation as required <u>Accounts Payable</u> - Collate all supporting documentation in support of payments - Prepare cheques and obtain necessary signatures - Supplier statement reconciliation <u>Accounts Receivable</u> - Daily reconciliation of cash/credit card takings - Weekly Bank Reconciliation - Preparation of weekly revenue reports <u>Financial Accounting</u> - Recording of financial transactions in the General Ledger - Preparation of monthly journals - Preparation and clearing of monthly reconciliations <u>Insurance</u> - Assist with obtaining medical insurance authorisations - Assist with account submissions - Assist with account resubmissions <u>Business Development</u> - Assist with the development of new service lines - Assist with liaising with corporates and government institution		
Minimum Qualifications:	Bachelor Degree		
No. of Positions Required:	5		
Job Close Date:	Open Until Filled		

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

m.alhaddad@healthpoint.ae

