

VACANT POSITION OF AN ACCOUNTANT

JOB DESCRIPTION

DESIGNATION: ACCOUNTANT

DEPARTMENT: FINANCE

REPORTS TO: CEO

QUALIFICATIONS & EXPERIENCE:

- A Bachelor's Degree in Commerce (ACCTS), BBA (Finance & Accounting), or any related accounting field from a recognized higher learning institution.
- Professional accountancy
- CPA or ACCA and a CPA member
- Advanced computer skills in accounting especially Ms. Excel, Tally, and QuickBooks.
- At least 5 years of working experience in an accounting job
- Knowledge of Odoo shall be an added advantage

PERSON SPECIFICATIONS

- Highly motivated & a good team player.
- Multi-skilled with good communication skills.
- Naturally creative and innovative thinking.
- Intellectually confident.
- Well organized with good interpersonal skills.
- Good communication & report-writing skills.
- Good initiative & a good sense of judgment.

Must be 35 years and above.

DUTIES & RESPONSIBILITIES

- a. Preparation of finance statements for decision-making
- b. Record all financial transactions, measures, classifies an/verifies financial information,
summarizes, interprets, and communicate financial information



- e. Produce final accounts.
- d. Produce monthly management accounts.
- e. Reconciling the bank payments and slips from clients
- f. Ensure financial prudence.
- g. Ensure budget compliance and review.
- h. Investigate variances in the budget, and accounts and report discrepancies immediately.
- i. Help in identification and risk management.
- j. Assist in drawing up business strategy and shareholder wealth creation
- k. Carry out payroll management
- l. Carry out capital planning and asset management
- m. Prepare budgets for activities and the entity as a whole
- n. Ensure financial strategy and overall business plan and strategy are followed
- o. Ensure all controls are followed in finance per policy and generally accepted accounting procedures

OTHER BENEFITS

- a) Benefits : Medical Insurance
; Transport
Meals
- b) Salary : Negotiable
- c) CVs Needed
- d) Contact: 0741 013 164 Or send to email: localjobs@explorerdubailtd.com

