

Senior Accountant

Department: Finance, Location: Dubai UAE, Role: Permanent

Synopsis

As part of our team, which reports to Senior Management, you will join a dynamic group of highly skilled professionals having the responsibility of the UAE entity within a very fast paced and challenging business environment. Beyond your operational responsibilities, you will need to demonstrate strong leadership to permanently enhance our processes for safety and efficiency, as well as providing a high level of support to our Business Partners.

Core Responsibilities

- Work with external BPO as well as an accounting team to attend UAE/GCC VAT and accounting requirements.
- Preparing and maintaining process documentation, for compliance and UAE/GCC requirements purpose.
- Manage less complex closing processes, preparing, documenting entries and preparing related balance sheet accounts reconciliations
- Perform and review Journal Entries: Overhead allocation, Fixed assets activities, depreciation, Payroll , T&E and Commissions accounting,
- Accruals, transfer pricing, inter-company;
- Responsible for timely project billables, milestones and liaison with clients and clients billing teams.
- Accounts Payable and Accounts Receivable
- Expense approvals and payments
- Consolidation accounts, vendors and customers records.
- Billing and Invoice collections including reminders and notifications.
- Perform and reconcile deferred commissions process.
- Assisting with the preparation of US Tax team requests.
- Reconciliation of accounts receivable, preparation of UAE VAT, ESR and other regulatory requirements.
- Assist with time tracking staff hours and targets.

Analytics

- Assist on Actuals variances analysis and explanation, (month over month, Quarter over Quarter and Year over Year) for versus outlook for select areas of the P&L and Balance Sheet.
- Answer promptly to questions from business partners and support business with ad-hoc analysis upon request.
- Maintain procedures as per SOX defined controls
- Assist the team on external and internal auditors preparing and providing required documentation and explanation.
- Assist the team with performance and validation with internal/external auditors the Financial statements package.
- First hand experience as auditor in a big four and accountant in a multinational company. Experience with UAE, and GCC will be desirable.
- Knowledge of IFRS, US GAAP/NON GAAP would be a plus.
- Familiar with SOX compliance and other country equivalents.
- ERP/Accounting experience required (QuickBooks Financials and
- Results oriented, team player, willing to work in a fast growing and challenging environment.
- Hands-on, decisive and fast worker
- Excellent communication, interpersonal and problem solving skills.
- Be a catalyst for change and able to respond quickly to various requests.
- Fluent English spoken and writing is required.