

Accountant

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Company: Provident Real Estate

Location: Dubai

Category: business-and-financial-operations

Real Estate Job in Dubai | Accountant | Provident Estate Accountant Dubai, UAE

Role Summary: As an Accountant at Provident, you will be a vital part of the accounts Department, in one of the most successful and progressive real estate agencies in the UAE. You will be accountable for ensuring company policies and UAE Banking laws and regulations are practiced.

Key Responsibilities: Reconciling the company's bank statements and bookkeeping ledgers
Completing analysis of department expenditures
Managing income and expenditure accounts
Generating the company's financial reports using income and expenditure data
Keeping a check on the company's finances based on financial status
Filing and remitting taxes and other financial obligations
Initiating and managing financial and accounting software used by the company

Qualifications and Skills Required: Proven finance work experience, as an accountant or finance officer
Experience with MS Office and data programs
Experience using office equipment, like printer and scanner
Typing speed and accuracy
Excellent knowledge of correct spelling, grammar and punctuation
Attention to detail
Confidentiality
2 Years experience in the same or similar role
Organization skills, with an ability to stay focused on assigned tasks
Diploma / Bachelor's degrees in finance or accounting
Proficient in English: Written & Spoken

About Provident: Since its inception in 2008, Provident Estate has been a frontrunner in the regional real estate market, holding a commendable reputation as one of the most reliable and top-tier agencies working alongside the world's foremost developers. Now employing over 200+ dedicated professionals, we stand as a testament to excellence and trust in the industry. As we forge ahead, we are inviting ambitious individuals to join our dynamic team where innovation meets understanding,

offering 360° real estate solutions tailored to our client's needs. Step into a role at Provident Estate, a place where we value lasting relationships with our clients and foster an environment geared towards revolutionary and digitally enhanced solutions. Join us, and be a part of crafting the future of real estate, building enduring relationships grounded in trust and expertise.

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