

United Arab Emirates Jobs Expertini®

Accountant

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Company: VERSAILLES DENTAL CLINIC

Location: Dubai

Category: healthcare-practitioners-and-technical

About the Role

We are seeking an exceptionally skilled Accountant with a strong background in administrative tasks and a comprehensive understanding of Dubai Healthcare City Free Zone regulations.

This unique position requires a candidate who is not only adept at general accounting but also possesses the versatility to manage a wide range of administrative duties, including inventory management, visa processing, and license renewals. The ideal candidate will be highly proficient in computer skills, capable of quickly learning and mastering new systems and processes, and experienced with the MASAAR/SHERYAN portals.

Responsibilities

Manage all accounting operations using SAGE software, including but not limited to, bookkeeping, financial statements preparation, and budgeting.

Oversee inventory management, ensuring the timely procurement and stocking of dental consumables and general office supplies.

Handle administrative tasks related to visa proceedings, employment contracts, company and staff license renewals within the Dubai Healthcare City Free Zone, demonstrating a thorough understanding of its regulations.

Efficiently use MASAAR/SHERYAN portals for various administrative and compliance-related tasks.

Exhibit exceptional computer skills, with the ability to adapt to and learn new software and systems rapidly.

Collaborate closely with the clinic's staff and external vendors to ensure smooth operation of all administrative and accounting functions.

Qualifications

Bachelor's degree in Accounting, Finance, or related field.

Proven experience in accounting and administration, preferably within the Dubai Healthcare City Free Zone or a similar regulatory environment.

Strong proficiency in SAGE accounting software and advanced computer skills.

Familiarity with inventory management and the procurement of dental consumables and office supplies.

Demonstrated ability to handle visa proceedings, employment contracts, and license renewals.

Excellent organizational, communication, and interpersonal skills.

A proactive learner with the ability to manage multiple tasks efficiently and effectively.

What We Offer:

A competitive salary and benefits package, reflecting the importance and responsibilities of the role.

The opportunity to work in a dynamic, fast-paced environment within the Dubai Healthcare City Free Zone.

A role that offers diversity in tasks and responsibilities, providing a broad scope for professional growth and development.

A supportive team environment that values innovation, efficiency, and dedication.

If you are a highly skilled accountant with a knack for administration and a deep understanding of Dubai Healthcare City Free Zone regulations, we would like to hear from

you. Join us in this unique role where your accounting expertise and administrative prowess will drive the success and efficiency of our operations. Apply now to become a key part of our team, contributing to both our financial health and operational excellence.

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