

Accountant | Group AMANA Dubai

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Company: Group AMANA

Location: dubai

Category: other-general

Accountant | Group AMANA Dubai

Group AMANA is the regional leader in the design-build of industrial and commercial facilities, with over 1,500 buildings constructed across the region in three decades of operations across the GCC. AMANA is committed to building faster, safer, and greener across a range of sectors

Group AMANA is in constant forward motion. Over decades of growth, we have adopted intelligent solutions that improve the way we build, making AMANA a regional leader in the industry today. We have gone beyond conventional construction by championing intelligent solutions that improve the way we build.

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Roles Responsibilities:

Handles accounts receivables and accounts payables.

Inputs general ledger transactions.

Records accounting entries in accordance with accounting standards.

Prepares bank schedules.

Reconciles supplier and customer balances.

Assists with the preparation of monthly staff and non-staff payroll.

Assists with the distribution of non-staff payroll at camp.

Handles imprest funds and petty cash.

Prepares paperwork for banking transactions (Letters of Credit, Letters of Guarantee, etc.

Prepares insurance paperwork.

Handles staff advances, settlements, leave salaries, and indemnities.

Updates leave salaries and indemnities schedules.

Allocates site-related petty cash expenses.

Prepares invoices and invoice payments.

Updates journal vouchers including general ledgers, suppliers and sub-contractors J/Vs, bank payment vouchers, and cash payment vouchers.

Reconciles Company plant and equipment on books with the physical records of the Plant and Equipment division.

Assists with the reconciliation of bank accounts.

Interfaces with external auditors when required

Educational Qualifications, Experience and Skills

Bachelor Degree in Accounting/Finance

Open for fresh graduates

Good communication skills in English and Arabic

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