

## Accountant Job in Dubai 2022

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Company: Ocorian

Location: dubai

Category: other-general

Description:

Job Title: Accountant

Jurisdiction: UAE

Department: Accounting

Reporting To: Managing Director

To be responsible for all the accounting needs of the UAE Office including but not limited to: The processing of accounting records, preparation of financial statements, management accounts and any other financial reports in accordance with the designated accounting framework(s);

Registration of clients for VAT, preparation, review and filing of VAT returns;

Classification of ESR and ESR reporting. Responsibilities: Prepare and post bookkeeping entries required for producing financial statements and management accounts for clients.

2. Ensure overall quality of bookkeeping, financial statements, management accounts and other financial reports are up to required standards at all times.

3. Liaise with clients to ensure efficient delivery of output and client service expectations.

4. Review bank and any other reconciliation.

5. Prepare, review and file Vat and Corporate tax returns for clients.

6. Prepare annual financial statements in accordance with appropriate accounting standards and, management accounts from the accounting records of the client entities.

7. Prepare and present to the relevant board/council cashflow forecasts for Foundations and Companies as when required.

8. Ensure that financial statements, tax returns and other statutory returns are filed within deadlines.
  9. Liaise with the Auditors and administrators to complete the audit of financial statements in accordance with defined timetables.
  10. Prepare and file ESR notifications within prescribed deadlines.
  11. Communicate effectively with the Accounting team to ensure that they are aware of deadlines and expectations in terms of timing as and when required.
  12. Ensure that Ocorian policy and procedures are adhered to.
  13. Be aware of risk exposure and promptly escalate issues arising to other members of the Management team.
  14. Assist with the budgeting process.
  15. Act as main accounting point of contact with key client personnel.
  16. Assist with ad-hoc projects as may be required from time to time.
- Qualifications/Experience**  
At least 5 years' experience in preparing accounts, especially for companies holding a Global Business Licence.
- 2 years' post qualification experience would be desirable.
  - Comprehensive knowledge of IFRS.
  - Strong IT skills. (Knowledge of Advanced Excel will be an advantage)
  - Willingness to learn and master NAV, Efront systems and Value Financials software.
  - Proven People Management/ Supervisory skills with minimum of 2 years of experience at Supervisory level. Strong technical skills in the relevant area.
  - Excellent interpersonal skills and the ability to communicate effectively with clients, colleagues and any other stakeholders.
  - Able to work using own initiative.
  - Ability to lead, motivate, listen and coach staff under supervision.
  - Flexibility, energy and enthusiasm.
  - Ability to work under pressure and meet deadlines.
  - A solution driven attitude to problems.
  - Good organisational skills and ability to work methodically and accurately.
  - Possess excellent time management skills.

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