

Accountant (Male)

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Company: Hire Rightt Human Resource Consultants

Location: dubai

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Accountant (Male) Jobs in Dubai, UAE by Hire Rightt Human Resource Consultants | ArabJobs.com Accountant (Male) Hire Rightt Human Resource Consultants - Dubai, UAE Posted In 17/12/2013 Apply For Job Applicants 154 Views 6451 Job Description Leading organization in Dubai seeks to hire Accountant. Responsibilities are as follows: Prepare and submit monthly management and financial accounts and related working schedules on stipulated deadlines. • Maintain data integrity and accuracy at all times. • Entering of data relating to all the financial transactions. • Maintain accounting data files in a manner specified and maintain confidentiality of financial data. • Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies. • Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries. • Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements. • Maintain and continuously update the files relating to Collections, Project Budgets and other accounting related matters. • Observe the requirement of the policies and procedures. • Ensure the cut off procedures is followed for monthly accounts for all transactions affecting revenue, cost, assets and liabilities including related party transactions. • Maintain capital expenditure file for the company and cross check the items physically at specified intervals. • Frequent visit to stock locations and ensure proper recording of the data therein with adequate records maintained for audit purpose. • Keep the Sr Accountant informed about routine issues in general and exceptional items in particular. • Suggest improvements on day to day accounting procedures. • Participate and play a key role in the activities of accounting department. • Liaise with other departments and provide

efficient accounting support in a timely manner. Salary : AED 5000 + Annual Ticket + Medical Insurance Job Category Accounting & Audit Job Requirements Experience Min: 1 Year Max: 2 Years Career Level Junior Job Type Full Time Vacancies 2 Open Positions Salary Negotiable Gender Male Degree Level Bachelor's degree Faculty / Institute Any Major Accounting Age Any Nationality India Residence Location UAE Languages Any Own a Car Any Have Driving License Any Job Skills University Qualifications: Bachelors in Commerce / Masters in Commerce Nature and length of previous experience: min 1-2 years Specialist Knowledge : working knowledge on ERP Software Gender Preference: Male Nationality Preference: Indian Current Location: UAE About The Company Hire Rightt is a broad based recruitment company offering specialist assistance in the region, providing professional and personal recruitment services, offering flexibility and quality within a cost effective framework. Hire Rightt is recognized as being unique in delivering people solutions from high level strategic planning through to practical day to day support. There are a number of characteristics that make us different. At Hire Rightt our expertise spans the whole lifecycle of an organisation's human resources activities, bringing together best practise recruitment and retention strategies, compensation and benefits advice, learning and development, career development, succession planning and if necessary, outplacement support all under one roof. In this way, our capability uniquely mirrors the full spectrum of HR activities, allowing us to provide a total solution that really meets the organisation's needs. Company Industry Human Resources Apply For Job Or share with friends Share this job to: Similar Jobs #J-18808-Ljbffr

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