

Accounts Executive Jobs In Dubai | The Emirates Group Careers

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Company: The Emirates Group

Location: dubai

Category: other-general

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Job Responsibilities:

Ensure the AR process is effectively carried out including processing, reconciling and controlling financial transactions in ERP, and all due amounts are received and banked within specified time limits.

Undertake the AP function by verifying electronic and paper invoices or credit notes for various services against contractual terms; scanning appropriate invoices to document management system to start workflow for invoice approval and ensure invoice workflow reflects only accurate invoice and supplier details and issue all required payment documents in ERP. Prepare individual and bulk payment transfers in line with corporate guidelines and authority limits.

Review and investigate under-collection data working in close partnership with the commercial department; verify and account for supplier invoices and processes to ensure timely supplier payment and account for accruals, prepayments and recharges in the system as appropriate to ensure that books are accurate and up to date.

Reconcile supplier and customer accounts as well as general ledger accounts on a regular basis and investigate and close the discrepancies, analysis budget variances and ensure that the bank reconciliation is current.

Job Requirements:

A level education or equivalent (12 years' schooling)

Accounting qualification

4+ years of relevant accounts experience in a multinational company with practical exposure and experience in AP, AR, Treasury, VAT reconciliation

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