

Accounts Internship

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Company: AccouConsult

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Perform bookkeeping and prepare balance sheets, profit and loss statements and other financial reports.

Require a bachelor's degree in an area of specialty (B. Com/M. Com). Familiar with standard concepts, practices and procedures within accounting practice. Coordinate with experienced team members to plan and accomplish goals. Perform a variety of tasks. Work under minimum supervision. A certain degree of creativity and latitude is required to optimize given tasks.

Responsibilities:

Prepare asset, liability and capital account entries by compiling and analyzing account information

Document financial transactions by entering account information

Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports Substantiate financial transactions by reviewing documents

Reconcile financial discrepancies by collecting and analyzing account information

Post and reconcile transactions (Bank, control accounts, etc.)

Meet tight deadlines of clients to prepare financial statements and relevant reports

Communicate effectively and confidently with peers

Contribute to a strong client relationship through positive interactions with client personnel

Requirements:

Thorough knowledge of basic accounting procedures and principles

Knowledge of preparation and key elements of financial statements

Knowledge of accounting software

Understanding and knowledge of UAE VAT and TAX

Accuracy and attention to detail

Aptitude for numbers and quantitative skills

Bachelor's Degree (B. Com) or master's degree (M. Com). work experience will be preferred.

Must hold dependent visa - sponsored by parent/spouse

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