

## Accounts, Tax and Treasury Manager

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Company: TotalEnergies

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

### Profil du candidat

Diploma in Finance with minimum 10 to 15 years of experience in the field of accounting and audit. Chartered accountant degree desirable. In depth knowledge of Oil&Gas (operated and non-operated assets) accounting practices. Good command of English language. Conversant with quasi-legal correspondence.

### Activités

TAX:

Petroleum Tax declarations

VAT declarations

Corporate Tax impact assessment

GENERAL ACCOUNTING:

Review payroll

Yearly statutory financial statements

Monthly closing

TREASURY: Petty cash payments; bank mandates (external and internal banks)

ACCOUNTS RECEIVABLE: Oil and gas sales invoices; Services invoices; Intercompany invoices

ACCOUNTS PAYABLE:

Vendor Master data creation; FI invoice workflow

Vendor payment batch

GROUP REPORTING: Consolidation reporting to HQ (quarterly, 4 companies)

IT & TOOLS: Lead user for SAP (follow-up support tickets, ensure accuracy of master data, manage evolution projects, ...)

SOX: Control owner of SOX controls

EXPERTISE:

Design, monitor, and adjusts internal procedures of the department, and the template files supporting such procedures (example: VAT, Income Tax, payment approval, bank reconciliation, ...).

Understand and ensure compliance with all the relevant accounting standards: statutory, group and partners; Ensures the team members are informed of such accounting standards and apply them as well.

For non-operated assets, ensure reconciliation with operator' Financial Statement and monitor the application of all contractual engagements. Apply all group accounting rules. Meet with auditors and get Group, Statutory and Partner Financial Statements approved.

Very strong understanding of cost allocation structure and processes, and their impact in accounting: Billable costs, WBS and cost centers, at-cost recharge, provisions, etc.

MANAGEMENT: Team of 7 persons, with wide scope of skills. Ensure the development of each individual team member

HSE:

Proper knowledge and respect of Company HSEQ values, rules, and procedures.

Encourage adherence of the team members to HSEQ company values, and their participation to HSEQ initiatives.

### **Contexte et environnement**

Dynamic business environment, with creation as well as liquidation of several companies over the last years; Diverse legal and reporting structures: French and Dutch Head Offices, local UAE branches, unregistered branches, equity participations as well as full Joint Venture participations... Coordinate with HR (payroll, expense claims, secondees, ...), General

Services (Petty Cash), Cost Control (closing plan, P&L entries), Budget and reporting, Procurement (Vendor master data, purchase order and goods receipts/service entries), Business (Invoice approval, timely payments), Tax authorities (Income Tax, VAT, Corporate Tax) Non-operated and services entities Team size: 7 persons reporting to the position + management of service agreement Guarantee: 1/ proper functioning of the ERP 2/ accurate, timely accounts statements and reporting established in compliance with accounting standards (statutory, group and partners) 3 /timely payments abiding to Group Treasury rules and guidelines.

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#### Cross References and Citations:

1. [Accounts, Tax and Treasury Manager Barcelonajobs Jobs United Arab Emirates Barcelonajobs ↗](#)
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3. [Accounts, Tax and Treasury Manager Trendzfurnitures Jobs United Arab Emirates Trendzfurnitures ↗](#)
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