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Corporate Manager Jobs in Abu Dhabi UAE 2023 | Majid Al Futtaim

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Corporate Manager Jobs in Abu Dhabi UAE 2023 | Majid Al Futtaim

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Description:

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every sale, purchase, and payment must be properly documented to ensure the integrity of the financial statements. This includes recording the date, amount, and purpose of each transaction, as well as the names of the parties involved. The document also highlights the need for regular reconciliation of bank statements and the company's records to identify any discrepancies early on.

In addition, the document outlines the various methods used to collect and analyze financial data. This includes the use of spreadsheets, accounting software, and manual calculations. It stresses the importance of using reliable sources of data and ensuring that the information is up-to-date and accurate. The document also discusses the role of internal controls in preventing errors and fraud, and the need for a strong audit trail.

The second part of the document focuses on the presentation of financial information. It provides guidelines for how to format financial statements, including the use of clear headings, consistent units, and appropriate rounding. It also discusses the importance of providing a clear and concise explanation of the data, and the need to highlight any significant trends or changes. The document also touches on the importance of transparency and the need to disclose any potential risks or uncertainties.

Overall, the document serves as a comprehensive guide for anyone involved in financial reporting. It provides a clear and concise overview of the key principles and practices that underpin the process, and offers practical advice on how to implement these principles in a real-world setting. By following the guidelines outlined in this document, organizations can ensure that their financial reporting is accurate, reliable, and transparent, and that they are able to provide a clear and concise picture of their financial performance to their stakeholders.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses, income, and any other financial activities. The text explains that proper record-keeping is essential for identifying trends, managing cash flow, and preparing for tax obligations. It also highlights the role of these records in providing a clear audit trail, which is crucial for both internal management and external audits.

The second section focuses on the classification of expenses. It details how different types of costs should be categorized to facilitate better financial analysis. For example, it distinguishes between fixed and variable costs, and between direct and indirect expenses. The text provides examples of how to allocate shared costs and discusses the impact of different classification methods on the overall financial picture. This section is particularly useful for businesses looking to optimize their cost structure and improve profitability.

The third part of the document addresses the issue of depreciation and amortization. It explains how these concepts affect the value of assets over time and how they should be accounted for in the financial statements. The text provides a clear overview of the different methods used to calculate depreciation and amortization, and discusses the implications of each method. It also touches upon the tax treatment of these expenses, which is an important consideration for many businesses.

The final section discusses the importance of regular financial reviews and reporting. It emphasizes that businesses should not only track their financial performance but also analyze it regularly to identify areas for improvement. The text provides guidance on how to conduct these reviews, including the use of key performance indicators (KPIs) and the preparation of financial reports. It also discusses the importance of transparency and communication with stakeholders, particularly in terms of providing clear and accurate financial information.

Job: Support the Division Head and RMs in the overall maintenance of the assigned relationships within a Division – including but not limited to preparation of credit approval packages, AC memos, Credit Round Table 'CRT' discussion materials, credit file maintenance, supporting the lead RM on business growth and operational matters.

Responsibilities:

Support Division Heads and RMs in the review and preparation of credit approval packages, AC memos, Credit Round Table 'CRT' discussion materials etc. and ensure the same are completed as per the bank's requirements

Attend client calls/meetings in conjunction with the RM/Division Head in relation to the client's banking requirements

Work closely with the product partners – CFIB, GTB and Treasury on maximizing potential cross sell opportunities within a relationship

Develop and prepare spreadsheets and perform financial analysis incl. basic financial modeling (if applicable) and qualitative analysis to support analysis of potential and existing credit applications

Requirements:

Strong analytical skills, including ability to perform data analysis, financial & credit analysis, presentation skills, etc.

Knowledge of Credit Policy & Procedures

Attended relevant credit training

Customer skills and ability to prioritize and manage multiple tasks

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, customer orders, and supplier invoices. It also outlines the procedures for recording these transactions, including the use of standardized forms and the importance of double-checking entries for accuracy.

The second part of the document focuses on the analysis of the recorded data. It describes various methods for identifying trends and patterns in the financial performance. This includes comparing current data with historical data to assess growth and stability. The document also discusses the use of ratios and percentages to evaluate different aspects of the business, such as profit margins and cost efficiency. It provides examples of how to interpret these metrics and offers suggestions for adjusting the business strategy based on the findings.

The final part of the document addresses the reporting and communication of the financial information. It explains the importance of providing clear and concise reports to stakeholders, including management and investors. The document outlines the format and content of these reports, ensuring that all relevant information is included and presented in an easy-to-understand manner. It also discusses the role of the financial department in providing ongoing support and advice to the business, helping to optimize performance and achieve long-term success.

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