

Finance Administrator Jobs In Sharjah | IFZA

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Company: IFZA

Location: Sharjah

Category: business-and-financial-operations

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The Shared Service Center is responsible for handling day-to-day bookkeeping, issuance of financial reports and tax support for IFZA customers, including the onboarding of new customers requiring bookkeeping services.

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Responsibilities

Maintain accurate and organized tracking of client's financial reports, engagement letters and invoices.

Track accounts receivable, ensuring timely and accurate collections.

Interact with clients regarding payment inquiries and discrepancies.

Ensure compliance with all financial regulations and internal policies.

Manage relationships and provide daily support to customers on their selected bookkeeping packages.

Verify information received by customers based on predetermined criteria

Implement procedure documentation in line with the internal controls and promote operational efficiency.

Act as a competent contact person for various inquiries relating to your area of responsibility.

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Requirement

International team (over 50 nationalities)

24 annual leave days

Annual flight home

Life insurance plan

Medical insurance plan (with the option to upgrade at your own cost)

Access to exclusive Faza'a discounts (applicable in participating retail stores, food & beverage outlets, fitness clubs, cinemas, theme parks, clinics, and more)

Invitations to participate in various company functions, staff events, and department team building events

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