

Finance Officer Jobs In Sharjah | Nathan & Nathan

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Finance Officer Jobs In Sharjah | Nathan & Nathan

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Our client is a government entity and is looking for a Finance officer for their group's Logistics management, headquartered in Geneva. This role is based in Dubai but is part of Global Logistics and therefore international travel will be required. Apply Also Internal Auditor Jobs In Sharjah | Trans Skills LLC

Responsibilities
Accounts Payables Management: Good knowledge of whole procurement procedures, account payable booking and payment. Data entry of supplier invoices in financial system, after ensuring their correction and completeness with regard to VAT law requirement, all supporting documents are attached according to the nature of transactions, approval of the procurement department or from department to which invoice related and from Head of Office. Matching of payment with invoice and booking of exchange gain/loss. Creation of supplier profile/data in the system including maintenance of supplier bank accounts data. Communicate with suppliers for finance related matters. Reconciliation of suppliers account.

Bank Disbursement and Receipts: Experience using Banking software and online payment system including preparing Telegraphic Transfer, bank draft etc. Preparation and data entry of bank payment vouchers in financial system, after ensuring that all payment procedures are complied, invoices are approved for payment. Booking of bank receipt after checking source of remittance. Prepare reconciliation for all Bank accounts and communicate with the Banks. Apply Also Manager – Payment Applications Jobs in Fujairah | National Bank of

Fujairah Requirement Excellent communication skill for both written and spoken English.

Good command of another language (French, or Arabic)

Valid UAE driving licence.

Skills in training and developing staff.

Staff management and development skills

Ability to develop and maintain systems and effectively communicate changes to counterparts.

Skills in finance, administration, organisation, and planning

Flexible approach and ability to work under pressure. Apply Also Latest Vacancies at NMC

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