

Head of Elementary

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Company: Future Tense

Location: Dubai

Category: other-general

A Leading UK curriculum school in Dubai is looking for a Head of Elementary for their school. Should have an experience in working as a Head of elementary- Processing payments and maintaining accurate records of transactions - Reconciling bank statements and ensuring accuracy of financial data- Assisting in the preparation of financial reports and statements- Maintaining and organizing financial records and documents - Communicating with clients and vendors to resolve any payment or billing inquiries- Assisting with month-end and year-end closing procedures - Performing general administrative tasks such as filing, data entry, and responding to... Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer. We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page. Our goal is to make hiring as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are looking for a job and haven't found your chance yet, you can upload your profile on our website and find thousands of opportunities globally! Our platform gives you the flexibility you need to thrive in today's market by allowing you to apply for all different kinds of jobs, whether they are full- or part-time, remote or on-site.

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