

Investment Associate

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Company: TotalEnergies

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Profil du candidat

?Bachelor's Degree in Commerce / Accounting or a related field ?Experience in different business areas of the company ?Strong analytical skills with strict adherence to deadlines ? Strong functional skills in IT systems and Excel ?Minimum years post qualifying experience: 3 year and above in a busy Accounting and Finance Environment ?Good Knowledge of; SAP, Fixed Asset Accounting & Reporting ?Sound understanding of the business, Working knowledge of the company's ERP (SAP) and business applications (PowerPoint and Excel) ?Good communication and presentation skills

Activités

HSE: • Strict adherence and compliance towards Group QHSE policy (including MAESTRO) with high Quality of QHSE performance and complying with affiliate's QHSE Policy, Procedures & specific rules & regulations applicable to the area of activity at all times. • Participate in the training program to acquire QHSE knowledge and impart this training to colleagues as and when required by Management. • Reporting of near misses, incidents, hazards & injuries to line Manager within the time frame as required by Quality, HSE, Energy policies and Manuals. • Participate in the investigation and analysis of incidents as and when required. Strict adherence to QHSE requirements with full authority to stop any operation for safety reasons. **General scope of activities:** The Investment Associate scope of activities ensure the investments file and reporting aspects with Economics & Investments Director. ? Preparation, review, coordination, and analysis of investment budget files in collaboration with key users for annual budget preparation within set deadlines. ? Monthly preparation of

investment report within the HQ timelines ? Periodic preparation and submission of the required reports to management for decision making ? Coordinate the monthly investment meeting ? Maintain, update, and verify the postings and reconciliations of the Fixed Asset register. ? Manage the vendor master data (creations, modifications and blocking of inactive vendors) ? Control daily OPTIMA/ARIBA requests in line with the OPEX/CAPEX criteria and correct cost center selection ? Oversee all the finance reconciliations (PC2, PC3, PC4 and PC5), ensuring all transactions are properly accounted for ? Participate in the monthly stock take ? Draft and review of the investment dossiers

Contexte et environnement

The position is based in Dubai and the scope of activities will extend to the whole MEA Region. The DG Solar division of TotalEnergies Renewables is a fast-growing entity in the company which requires agility to be able to compete in very competitive market and business environment for B2B solar. There is need to remain structured without compromising on the ability to adapt the offering and remain competitive. The role includes essential responsibilities and the possibility to work across the whole project lifecycle from conception (sales and bus dev) to commissioning and operation. The role also requires significant involvement related to economic background for the projects and the business model. A challenge with the role remains to ensure a process is well installed to maximize the efficiency of the function/team.

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