

United Arab Emirates Jobs Expertini®

Manager Finance

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Company: Bab Al Shams Desert Resort - Dubai

Location: dubai

Category: other-general

Assists the Director of Finance in preparing the annual budget and forecast. Ensure monthly and year-end Profit & Loss financial statements are verified and closed on schedule. Ensure the Trial Balance is verified every month prior to closing. Preparation of the Cash Flow Design various financial and analytical reports. Ensure payments processed are supported by proper documents as per the policies, before presenting to the authorized signatories. Reviews & approves Journal Entries in iScala. Review and approve purchase requisitions in the procurement system in absence of the Director of Finance. Verification of all balance sheet accounts after the month-end closing. Owners financial reporting. Preparing financial reports and submissions to relevant government entities. Assist the Government auditors with various financial requirements. Assist the Internal and External Auditors with various financial requirements. Attend various meetings in the absence of the Director of Finance. Experience in payroll processing.

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