

Outage Preparation Specialist in Abu Dhabi UAE 2023 | Santaf Holdings

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Location: Abu Dhabi

Category: sales-and-related

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Description:

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Job: Assist in planning, preparing for, and creating outage plans for Barakah Nuclear Power Plant (BNPP) and communicate with interfacing functions to ensure that critical or near critical path activities are suitably scoped, planned, remain on track, and are executed in accordance with industry best practices while achieving the highest standards for nuclear and employee safety in accordance to Nawah standards and procedures.

Responsibilities:

Participate in creating refueling outage plans by developing preliminary drafts based on the requirements of the long-term life-cycle outage plan to keep the Barakah Nuclear Power Plants operating safely and efficiently.

- Assist in identifying areas of risk, including schedule risk, equipment reliability risk and maintenance performance risk to incorporate into the risk evaluation process to support risk mitigation and achieve department objectives.

Attend online work management (WM) meetings to assist in coordinating OUT plans to ensure alignment of the outage management with WM, Maintenance (MNT) and Turbine and Refuel Services.

Conduct outage preparation related activities in a manner that ensures Nuclear Safety, including all aspects of Shutdown Safety, is the overriding priority during outage schedule development to ensure a safety conscious work environment.

Perform preliminary reviews of Outage plans and provide report to ensure MNT, Operations (OP), WM, and Turbine and Refuel Services are aligned with plans.

Requirements:

Bachelor of Science degree.

3 years of relevant experience.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses, income, and any other financial activities. The document provides a detailed list of items that should be tracked, such as dates, amounts, and descriptions of each transaction. It also outlines the proper format for recording these entries, ensuring that they are clear, concise, and easy to read. The second part of the document focuses on the process of reconciling the records. It explains how to compare the recorded transactions with the actual bank statements and other financial statements to identify any discrepancies. This process is crucial for detecting errors, such as double entries or missing transactions, and for ensuring that the records are accurate and up-to-date. The document provides step-by-step instructions for performing a reconciliation, including how to identify and investigate any differences. Finally, the document discusses the importance of regular audits and reviews. It explains that periodic audits can help to identify any weaknesses in the record-keeping process and to ensure that the records are reliable and trustworthy. The document provides a checklist of items to be reviewed during an audit, such as the accuracy of the records, the completeness of the data, and the consistency of the entries. It also provides tips for conducting an effective audit, such as keeping a detailed log of the audit process and documenting any findings.

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses, income, and any other financial activities. The document also highlights the need for regular reconciliation to identify any discrepancies between the recorded amounts and the actual bank statements or receipts.

Next, the document outlines the various methods used for recording transactions. It describes the double-entry system, where every transaction is recorded in two accounts, ensuring that the total debits equal the total credits. This method is widely used because it provides a clear and balanced view of the financial position. The document also mentions the use of journals and ledgers to organize and summarize the recorded transactions.

The document then discusses the importance of proper classification of transactions. It explains that transactions should be categorized into different accounts based on their nature, such as assets, liabilities, equity, revenue, and expenses. This classification is essential for preparing financial statements and analyzing the company's performance. The document also provides examples of how to classify different types of transactions, such as sales, purchases, and expenses.

Finally, the document concludes by emphasizing the importance of accuracy and consistency in recording transactions. It states that any errors or omissions can lead to incorrect financial statements and mislead management and investors. Therefore, it is crucial to follow the established procedures and maintain a high level of attention to detail throughout the recording process.

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