

## Payroll Accountant Jobs in Dubai for Freshers | Al Tayer Careers

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Company: Al Tayer

Location: , Dubai, United Arab Emirates

Category: other-general

Payroll Accountant Jobs in Dubai for Freshers | Al Tayer Careers

Description:

To organize all payroll related input and process pay and benefits accruing to employees of allocated units of the Al-Tayer Group, in line with their entitlement and Company policy and procedure ensuring accuracy and timeliness of all pay and benefit related transactions

Responsibilities:

Reimburse HR related bills according to entitlement, process payment vouchers for HR related services like training, recruitment invoices, insurance, etc, and charge Group companies as per advice

Assist, both internal as well as external auditors to enable them to complete the audit procedures smoothly and as per schedule.

Prepare and submit periodically, reports relating to salary (JVs, gratuity & leave passage provisions) claim reimbursements, final settlement accounts etc., for proper allocation & accounting

Requirements:

3 to 5 years relevant experience

Graduate preferably in Commerce

High Computer Literacy

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