

United Arab Emirates Jobs Expertini®

Project Accountant

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Company: Inspire Selection

Location: Dubai

Category: business-and-financial-operations

Our client is among the fastest growing contracting companies in the US. They operate in 12 countries worldwide, providing construction related services to businesses globally, recently focusing more within the oil and gas sector. The Project Accountant role reports directly to the FD (British) and is a newly created role, exclusive with Inspire

Selection. Position Purpose: Coordinate with Project Managers and assigned team members to establish and maintain project budgets, review project costs to date and cost to complete, identify and communicate financial issues to project team, provide financial reports, and participate in close out of completed projects. Communicate with subcontractors and vendors as required. Essential Job Functions: • Assist Project Managers and Project Schedulers in the invoicing of jobs. • Assist Project Manager in preparing and presentation of EAC (Estimate at Completion). • Input and monitor project budgets and expenses, utilizing information from the accounting system. • Maintain necessary documentation for client and subcontract change orders. • Organize, review and file all assigned contracts, budgets, change orders, subcontracts, and purchase orders. • Work with the Project Manager and Project Coordinator to ensure budget allocations are reasonable in accordance with project timeline and that allocations are extended per contract. • Review purchasing requisitions to determine budget availability. • Review vendor and subcontractor invoices for accuracy and forward to Project Manager any non compliance issues that arise during review. Forward approved invoices to accounting for processing within time guidelines established. • Assist in resolving vendor issues related to lien waivers and certified payrolls. • Review client invoices for compliance with contract terms and percentages complete obtained from the

Project Manag Education and Experience:• CA/CIMA/CPA/ACCA qualified accountant• Western passport holder (SA, UK, US, NZ, Aus) – English must be your native language• Experience of working in a large multinational construction or contracting companyKnowledge, Skills and Abilities:• Ability to assume responsibility, achieve assigned goals and work effectively with others.• Possess excellent attention to details, organizational and communication skills.• Advanced in Excel and Access.• Experience with ERP software.• Previous contract management experience.Levels of Supervision:• Works under the direction of the FD and in conjunction with the Director of Operations, Project Managers and Project Coordinators.• Demonstrates ability to work independently.Salary AED 30-35k / month About The Company Inspire Selection employs highly knowledgeable, professional consultants who are experts in connecting the right people with the right opportunities.Our reputation has been built upon our honesty, integrity and our ability to source candidates of the highest calibre right across our specialist sectors. As a result, we are recruitment partners to a wide spectrum of organisations - from leading blue chip companies to smaller, local businesses.We recruit typical 'head office' roles. Sectors we cover include HR, Admin, Banking, IT, Finance & Accounting, Legal, Sales & Marketing.Our client base is primarily in the UAE, but we also cater for other countries in the Middle East region.

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