

## Senior Accountant – UAE

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Company: Toppan Gravity

Location: , , United Arab Emirates

Category: business-and-financial-operations

### Senior Accountant - UAE

Toppan Gravity is currently seeking a Senior Accountant. The ideal candidate will be responsible for handling accounting transactions and delivering accurate financial data to facilitate financial analysis and reporting.

Responsibilities:

Accounting Operations

Accurate and error free accounting entries.

Assure proper recording and allocation of accounts backed by valid supporting documents.

Review reconciliations and preparation of banks and suppliers reconciliations and follow up on discrepancies.

Follow up on the monthly closing activities required to provide the accurate and complete trial balance needed for the financial statements preparation.

Ensure the availability of accurate bank position on perpetual basis.

Review and verify invoices and purchase orders in compliance with the accounting procedures.

Set invoices up for payment.

Prepare and process electronic transfers and payments.

Correspond with vendors and respond to inquiries.

Produce monthly reports.

Consolidation of accounts

Preparing Group report

LC Management

Obtaining necessary information from suppliers for Letter of Credits (LCs).

Liaising with the bank for document submission and acceptance procedures.

Preparing documents for Management's signature.

Follow-up with the bank for LC issuance.

Sending LCs to the client in a timely and error-free manner.

Relationship Management

Communicating with auditors and complying with audit requirements.

Periodic follow-up on intercompany invoicing and balance reconciliation.

Follow-up on customer receipts to ensure no discrepancies.

Reporting

Conduct the treasury reports on monthly basis.

Conduct the fixed asset report on monthly basis.

Conduct the fuel consumption report for dispatchers.

Conduct Bank reconciliation on monthly basis.

Preparation of Group report on periodic basis

Archiving

Preparing archiving and maintenance of accounting records and supporting documents (hard and electronic copies).

Qualifications:

Bachelor's degree in accounting or equivalent. MBA is a plus

Proficiency in MS Office

A minimum of 5 years of accounting experience

Understanding of bookkeeping and consolidation procedures

Knowledge of IFRS

Familiarity with UAE taxation

Familiar with ERP

Knowledge of D365 F&O

Preferably from an audit firm or background

If you meet the above requirements, then please send your CV to [hr-ae@toppangravity.com](mailto:hr-ae@toppangravity.com).

Please mention Senior Accountant- UAE in the subject line.

Considering the high volume of applications we receive, only shortlisted candidates for interview will be contacted.

#J-18808-Ljbffr

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