



We're
looking for:

Position Title	Senior Accountant – General Ledger
Department	Finance Department
Job Code	HR H8

Job Description

To conduct postings and handling of daily general ledger financial transactions, check and control of the general ledger to ensure that financial statements prepared are accurate and in conformity with Paris-Sorbonne University, Abu Dhabi (PSUAD) internal procedures and international accounting standards, as well as to manage the University's cash flow.

Financial Operations

- Supervise the activities and work of junior colleagues by providing formal and informal feedback to ensure that all Cash Management work are carried out in an efficient manner and in accordance with set individual targets .
- Maintain PSUAD general ledger and to provide financial information and current balances of the University .
- Review, approve and forward appropriate entries, such as invoices, contracts, terms and conditions, etc., to the Head – Finance for final approval and inclusion in the general ledger .
- Review reports generated from the system that reflects postings to the general ledger in order to identify any areas of discrepancy .
- Collect from all departments the expected expenses (not yet invoiced) on a monthly basis and make accruals, provisions and prepayments to ensure that funds are available to make all payments due by the month-end .
- Reconcile PSUAD's data with final figures in financial reports so that the University remains aware of its financial position on an ongoing basis and to ensure that reports can be produced within internal time limits .
- Provide guidance to Accountants and participate in preparing/reconciling sub ledger reports on a monthly basis in a timely and accurate manner .
- Prepare and ensure that the approval process for banking of cheques, cash, and invoices is completed and recorded properly in order to generate and maintain an updated cash register .
- Spearhead implementation of any changes to PSUAD chart of account
- Spearhead implementation of any changes to any of PSUAD GL systems as well as any Finance sub-systems

Financial Controls

- Reconcile bank statements promptly and accurately to ensure that all payments and accounts are matched and reconciled regularly and to ensure an updated general ledger .
- Prepare the monthly cash forecasts based on the ageing analysis of creditors, identify and action overdue payments and plan future cash requirements .
- Provide information about the general ledger and cash management function to the Internal and External Auditors to monitor the financial effectiveness of internal systems .
- Implement and follow department policies, processes, standard operating procedures and ensure direct reports comply so that work is carried out in a controlled and consistent manner to mitigate financial & operational risks



We're
looking for:

Financial Reporting

- Liaise with the Section Head Accounting to coordinate accounting closure activities in order to meet closing deadlines.
- Prepare monthly closing calendar and check list to support closing activities.
- Coordinate financial closing activities in collaboration with the Accounting Section, providing guidance as and when required.
- Prepare and review the trial balance in order to check the accuracy of PSUAD's financial information and develop the balance sheets and P&L statements.
- Prepare interim and yearend financial statement for external audit and in accordance with IPSAS and other laws.
- Review and adjust all consolidated and non-consolidated balance sheets as well as profit and loss accounts on a monthly and yearly basis to ensure accuracy of records.
- Remain abreast with latest International Public Sector Accounting Standards (IPSAS) and other laws and regulations to ensure that work output is in conformity with accepted practices.
- Foster an effective working relationship with the Internal Auditor to ensure that all recommendations and findings identified are acted upon promptly
- Prepare statements and reports timely and accurately to meet PSUAD's requirements, policies and standards.

Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

Minimum Qualifications:

- Bachelor's degree in Accounting
- Recognized professional Accounting qualification, such as ACA, ACCA, CPA, CMA, CFA, CIA

Minimum Experience:

- 5 years Accounting and Finance experience, preferably in the Higher Education sector

Job-Specific Skills:

- Financial awareness
- Financial reporting
- Attention to detail
- Planning and organizing skills
- Knowledge of accounting policies and procedures
- Knowledge of Oracle application



We're
looking for:

Conditions

NA

Grade

Grade 5

Package Details

- Basic Salary (AED 10,400 - AED 15,600)
- Accommodation Allowance
- Benefits

How to apply	Online via PSUAD Website
--------------	--------------------------

Application to be sent by	14 April 2018
---------------------------	---------------