

## We're looking for:

|                |                           |
|----------------|---------------------------|
| Position Title | Section Head - Accounting |
| Department     | Finance                   |
| Job Code       | HR/13-2020                |

### Job Description

To supervise the Accounting section of Finance at Sorbonne-University, Abu Dhabi (SUAD) including Accounts Payable, Accounts Receivable, Fixed Assets and the release of Payroll, ensuring systems and controls are in place for accurate and timely payments and collections in compliance with all SUAD policies, procedures, accepted accounting practices and contract requirements.

### Key Responsibilities:

- To supervise the activities and work of direct reports by providing formal and informal feedback to ensure that all Accounting work is carried out in an efficient manner and in accordance with set individual targets
- To ensure adequate systems and controls are in place for all accounting functions, including payroll; billing, accounts payable; accounts receivable; general ledger; grants accounting; reimbursement requests; and revenue accounting.
- To check monthly receivables activity for timeliness and completeness while making sure that billing, collection, and reporting activities are carried out as per specified dates and policies and procedures
- To ensure the development of the Accounts Receivable ageing analysis report and review for overdue receivables in order to take appropriate action
- To review monthly statements and maintain a record of doubtful debts and debts written-off in order to ensure control over accounts.
- To review monthly Accounts Payable activities in accordance with accounting policies, procedures and controls to ensure timely and accurate payment, capture, documentation and internal reporting of all accounts payable activities of the University.
- To check reconciliations as required by Accounts Payable procedures to verify accuracy of accounts and effectiveness of controls.
- To review the Fixed Assets register to ensure accurate calculation and reconciliation of the depreciation and manage fixed assets write-offs in accordance with accounting policies.
- To review reports on SUAD's Fixed Assets in order to facilitate management decision making.
- To manage the timely Payroll reconciliation and issuance of the payroll transfer in order to pay SUAD staff as per University policy.
- To ensure Payroll costing and posting is done on a timely basis in order to monitor and control Payroll costs.
- To ensure the collection of the expected expenses (not yet invoiced) on a monthly basis and make the accruals, provisions and prepayments to ensure that funds are available to make all payments due by the month-end.
- To check entries and supporting scheduled accruals, provisions and prepayments on a monthly basis to ensure accurate and timely accounting thereof
- To ensure the control of all accruals against payments by the month-end
- To manage the monthly and yearly closing activities in liaison with the Accountant – General Ledger and Cash Management in order to reconcile all SUAD accounts in preparation for financial reporting

## We're looking for:

- To assist in the preparation of monthly, quarterly, and annual balance sheets and profit and loss statements for SUAD, including the drafting of the accompanying explanatory notes, to ensure utmost accuracy and realistic reflection of financial documents according to SUAD policies and standards
- To maintain good relations with accounting customers by responding immediately to adverse situations and resolving disputes of payment in a timely manner
- To report any discrepancy i.e. defaults, accounts receivable/payable related control issues to the Head - Finance for necessary action
- To ensure all Accounting systems and practices comply with international and locally accepted Accounting principles, regulations, and local applicable laws
- To 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
- To provide information about the Accounting section to the Internal and External Auditors to monitor the financial effectiveness of internal systems
- To prepare statements and reports timely and accurately to meet SUAD's requirements, policies and standards
- Support the line manager in conducting financial analysis of the academic programs offered by the University in order to support management decision making.
- To advise departments on the best way to prioritize and utilize their budget through a comprehensive and detailed financial analysis.

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

#### Minimum Qualifications:

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

#### Minimum Experience:

- 7 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
- Knowledge of Banner application
- Knowledge of IPSAS

### Conditions

NA

### Package Details

TBC

### How to apply

<http://www.sorbonne.ae/vacancies/>

### Application to be sent by

16<sup>th</sup> April 2020