

JOB DESCRIPTION

1. JOB DETAILS:

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| Position Title: | Senior General Accountant |
| Reports to: | Project Lead ZMU |
| Department | Finance |
| Location: | Abu Dhabi, UAE - Zayed Military University (ZMU) Campus |
| Grade: | G5 |
| Prepared / Revised on: | June, 2025 |

2. JOB PURPOSE / ROLE:

To manage day-to-day financial transactions, maintain accurate accounting records, and support financial reporting activities related to the Zayed Military University (ZMU) project, in alignment with SUAD's financial policies, procedures, and UAE regulations.

3. JOB DIMENSIONS

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| Number of Staff Supervised: | Direct Reports: | 0 |
| | Total: | 0 |

4. KEY ACCOUNTABILITIES:

| Key Priority | Key Activities |
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| <ul style="list-style-type: none"> General Accounting | <ul style="list-style-type: none"> Process and record financial transactions related to accounts payable, accounts receivable, and general ledger, in coordination with SUAD Finance Team. Reconcile bank statements and vendor accounts. Maintain accurate and up-to-date accounting records for ZMU operations. |
| <ul style="list-style-type: none"> Financial Reporting | <ul style="list-style-type: none"> Prepare monthly, quarterly, and annual financial reports for internal and external stakeholders. |
| <ul style="list-style-type: none"> Compliance & Audit Support | <ul style="list-style-type: none"> Ensure compliance with SUAD financial policies, partnership agreement and UAE regulatory requirements. Assist with internal and external audit requirements by preparing necessary financial documentation and reconciliations. |
| <ul style="list-style-type: none"> Budget Preparation, Monitoring and Control | <ul style="list-style-type: none"> Assist the Project Lead ZMU and SUAD Finance Department with budget preparation, monitoring and control for project activities. Support in providing financial data for project planning and forecasting. Support budget tracking and variance analysis for the ZMU project. |

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| ▪ Policies and Procedures | • Follow department policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner. |
| ▪ Related Assignments | • Perform other related duties or assignments as directed by the Line Managers. |

5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications:

Bachelor's degree in Accounting

Minimum Experience:

At least – 5 years of professional accounting experience, preferably in the education or government sector.

Job-Specific Skills:

- Strong knowledge of accounting principles and UAE financial regulations.
- Proficiency in Microsoft Office, especially Excel.
- Experience with accounting software (Oracle Financials, SAP, or similar ERP systems preferred).
- Strong attention to detail and numerical accuracy.
- Time management and organizational skills.
- Ability to work independently and meet tight deadlines.
- Languages: English and Arabic are required.

Note: This position is based at the Zayed Military University (ZMU) campus. Candidates should be willing and able to work on-site.

Line Manager Name & Signature:

Employee Name & Signature:

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Date:

Date: