



Job Profile

Job Title:	Accountant
Job Grade:	Executive
Reports To (Job Title):	Senior Accountant
Direct Reports (Job Titles):	N/A
Contact Email:	Careers@atad.com

Job Summary:

Provide support to the senior accountant in his daily work including all accounting-related issues. Ensure that processes and systems are controlled and maintained. Ensure that all other duties are accurate, timely, and well presented.

Duties & Responsibilities/Deliverables:

- Maintain general accounting of daily transactions.
- Post financial data to appropriate accounts in an automated accounting system, according to instructions.
- Process payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
- Create invoices, credit notes, delivery notes, debit notes, and receipts for customers.
- Prepare monthly bank reconciliations.
- Reconcile suppliers' statements and process payments monthly.
- Update inventory records in the system.
- Report Stock discrepancies & advise on corrective action.
- Verify items billed against items ordered and received and reconcile differences through follow-up with the vendor and/or other employees.
- Compose routine letters and reports using instructions or guidelines of the work area.
- Review online transactions for changes and accuracy and correct errors.
- Any other task as and when required by the management.
- Knowledge transfer and provide coaching, Mentoring, Knowledge Share, and Technical Training to team members routinely;
- Implement ATAD Policies and Procedures;
- Abide by ATAD's code of conduct.



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Education:

- Bachelor's degree in commerce
- Post-graduate qualification CIMA, ACCA, CMA, etc.

Skills & Experience Required:

Experience:

- 3+ years of experience in accounting, preferably within UAE;
- Must have good knowledge of accounting related to inventories.

Skills Set:

- Team player but with the ability to work on their initiative;
- Pay attention to detail;
- Ability to work under pressure to meet objectives and deadlines;
- Excellent analytical and problem-solving skills, using a flexible pragmatic approach;
- Time management skills;
- High Numerate.

Behaviors or personal competencies required for the job:

- Must have a strong work ethic;
- Must be well organized and a self-starter;
- Must be able to follow standard filing procedures;
- Detail-oriented, professional attitude, reliable;
- Smart professional appearance;
- Flexible and adaptable with a "can do" attitude;
- Ability to work under pressure to meet objectives and deadlines.