



Deutsch-Emiratische
Industrie- und Handelskammer
المجلس الألماني الإماراتي
المشترك للصناعة و التجارة

Job Offer: Accounting Manager

The German-Emirati Joint Council for Industry and Commerce (AHK) is seeking an **Accounting Manager** for its office in Dubai. Start Date is 1st of October, 2019.

The AHK is part of the worldwide network of German Chambers of Commerce Abroad and is tasked with the promotion of bilateral economic and business relations. This is realized and conducted through various customer-oriented services, events and export initiatives by the German government and other stakeholders. In addition to this, AHK is a communication and networking platform for its approximately 500 members based in the region and Germany. The AHK in Dubai has a regional responsibility for the countries Oman, Qatar and Kuwait and also maintains offices in Abu Dhabi, Doha and Muscat.

Job Description: Finance and Accounting Tasks mainly related to Accounts

Receivables and Bank Transactions:

- Daily bookkeeping of bank transactions.
- Bookkeeping of all other finance related items, incl. tax invoices
- Ensure continuous and timely preparation of tax invoices,
- Review and finalization of the tax invoices prepared by the departments.
- Completeness check of the tax invoices to ensure all tax invoices are properly booked and issued.
- Customer communication including ability to clear formal issues with the customer.
- Ensure high standard of quality in providing accounting and finance service to the departments. Responding to their requests in a timely manner.
- Ensure preparing of accounts in a timely manner.
- Ensure continuous monitoring of the open items list and appropriate follow ups with clients.
- Any other tasks necessary for general finance and accounting.



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Required Skills:

- Bachelor Degree in Finance and Accounting or adequate vocational training.
- Minimum experience of 3 years in Finance and Accounting, preferably accounts receivables and bank transactions.
- Understanding and knowledge of cost accounting including cost allocation.
- Understanding and knowledge of VAT issues.
- SAP experience.
- Should be able to identify and discuss any bank issues.
- Advanced knowledge of Microsoft Excel including pivot tables.
- Able to work under pressure and independently, as well as to multi-task.
- Good communication skills.
- Responsible and accurate working style.
- Open-minded and willing to perform other general finance and accounting tasks.
- Good command of the English language, working knowledge in German would be a strong asset.

Your Application:

Please send your **full application including your salary expectations** to: hr@ahkuae.com