

POSITION DESCRIPTION

Title:	Accounts Payable Accountant	Location:	Abu Dhabi
Department:	Finance	Reports to:	CFO
Salary:	Salary package	Band:	2
Prepared by:	CFO	Date:	September 2011

Overall Purpose:

The Accounts Payable Accountant provides financial, administrative and clerical services

Roles and Responsibilities

- Manage accounts payable, including Customer Vendor Relations
- Manage accounting functions including maintenance of general ledger, accounts payable, accounts receivable, and project accounting; ensures accuracy and timeliness of processing and recording of transactions
- Develop, implement and maintain systems, procedures and policies, including accounts payable functions, to ensure adherence to company guidelines
- Manage monthly closing of financial records and posting of month end information; ensure accuracy of financial statements
- Enter status change information into project accounting software to ensure employee information is accurate and up to date
- Provide accounting assistance to project managers and operations staff; respond to financial questions/concerns to meet business needs
- Act as a liaison between the company, government and external accountants to meet information needs and to ensure that proper information is maintained for historical purposes
- Check monthly payroll in consultation with HR Department
- Maintain control over the petty cash (both the main float and the sub-floats)
- Perform other duties as directed by the Chief Financial Officer

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

Professional and Academic Expertise

- Bachelor's degree in accounting
- Experience working with generally accepted accounting principles and accounting software
- Strong personal computer and business solutions software skills
- Strong interpersonal skills for interacting with other accountants, clients and Executive Management
- Good communication skills for communicating with support personnel and management

- Strong analytical and problem solving skills
- Good presentation skills for educating internal clients on accounting principles
- Good planning and organizational skills to balance and prioritize work

Chief Administrative Officer

Change Brief

Version	Date	Changes
1	Sept 11/11	<ul style="list-style-type: none"> Under 'Duties & Responsibilities' add "Prepare, calculate and facilitate monthly payroll in consultation with HR Department."
2	July 2013 (by the CFO)	Added the responsibilities with respect to petty cash
3	August 2016	Update position band
4	April 2019	Change the position from Accountant Payable Manager to "Accounts Payable Accountant"
5	April 2021	Due to review no changes