

POSITION DESCRIPTION

Title:	General Ledger Accountant	Location:	Abu Dhabi
Department:	Finance	Reports to:	Chief Financial Officer
Salary:	Salary package	Band:	2
Prepared by:	Chief Financial Officer	Date:	March 2018

Overall Purpose:

The General Ledger Accountant will serve as a support for the Chief Financial Officer, the Financial Controller and Accounts Payable Accountant. He / she will undertake specific roles, as per the details below, as well as ad-hoc roles as they arise.

Roles and Responsibilities

The Roles and Responsibilities of the General Ledger Accountant will be as follows:

- Posting of all transactions into the National Ambulance general ledger, using the Oracle general system, ensuring the proper coding of transactions by Department, Project and Activity
- Preparing schedules to support the balances included in the general ledger.
- Verification of supporting documentation relating to the transactions that are posted into the general ledger.
- Filling of all paperwork to support the transactions posted into the general ledger
- Perform month –end account closing activities and reconciliations
- Maintain general ledger accounts and revenue accounts
- Reconcile general ledger accounts and revenue accounts
- Work with the auditors, external and internal, to provide them with requested documentation
- Working closely with the Financial Controller and the Accounts Payable Accountant for the tasks that are assigned by them
 - The General Ledger Accountant will report directly to the Chief Financial Officer but will be expected to take instruction from the Financial Controller and Accounts Payable Accountant
- Acting as a back – up to the Financial Controller and/or the Accounts Payable Accountant when they are on leave
 - Inclusive of all activities as reasonably may be delegated by the Chief Financial Officer
- Various ad-hoc tasks assigned by the Chief Financial Officer, including scanning of documents, etc...

QHSE:

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

Professional and Academic Expertise

The General Ledger Accountant should possess the following professional and academic expertise:

- Arabic speaker preferred though not essential
- Bachelor's degree in accounting ideal though not essential
- Experience working with generally accepted accounting principles and accounting software
- Experience using Oracle Financial Accounting System preferred though not essential
- Strong personal computer and business solutions software skills, specifically Excel and Word
- Strong interpersonal skills for interacting with other accountants, clients and Executive Management
- A background in or understanding of the processing of insurance claims (ideal but not essential)
- 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 No.	Date	Changes
1	March 2018	New Position Description
2	December 2020	Due to review no changes

Review & Approval:

Chief Administrative Officer