



Senior Accountant United Arab Emirates

P&O Ports managed by P&O Maritime is a company with a 200 year history in shipping and ports. We specialize in managing small multi-purpose ports including container, bulk and general cargo terminals.

ABOUT THE ROLE:

The Senior Accountant reporting to Head Office Finance Manager & Business Unit Head will be responsible for the preparation of monthly management (internal) reporting, maintenance of accounts, provide periodical reports and reconciliations as required by P&O PORTS operated Dry Port and supporting the operations more broadly on matters financial. Tasks include the preparation of budgets, forecasting, implementing Billing System in various P&O PORTS operated terminals and management reporting to support business decisions (existing and new opportunities)

KEY ACCOUNTABILITIES:

- Prepare and provide periodical reports and reconciliations as required by Dry Ports Implement the automated Billing system , Setup Internal Controls and perform regular Revenue Audits
- Perform and review monthly reconciliation of Customer Account & Balance sheet items
- Generate revenue invoices, Accounts Receivables & collection follow up with Debtors Control
- Daily Cash collection , Deposit and Bank Reconciliation
- Implementing Billing System in various P&O PORTS operated terminals
- Process journals on a monthly basis to ensure correct Revenue accruals and provisions for expenses or to make corrections where errors highlighted
- Generate financial reports (P&L, Balance Sheet and Cash Flow Statement, Variance analysis & KPI activity report)
- Prepare monthly company Cash Flow and Funds flow reports and advise timing of all payments
- Maintain all files and records in an up to date and accurate manner to improve the efficiency of day to day activities and compliance with statutory and quality standards
- Review coded invoices and receipts and book entries in Accounts Payable
- Prepare monthly report on all major variances to budget and profit and loss accounts
- Prepare reports for each business unit for monthly Actuals, quarterly reforecasts and annual Budget purposes
- Assist in budget variances

QUALIFICATIONS AND SKILL SET

Commerce Graduate, preferable Masters of Commerce (and/or) CA/CMA Inter / 5-7 years' experience with Dry Port or Warehouse Industry / Sound knowledge of international (IFRS) accounting standards and practices / Exposure with Oracle Financial system (mandatory) / Administrative and computer skills / ability to deal with highly confidential matter / strong time management skills / stress tolerant / good communication skills / high attention to detail

** Preferred Candidate must be residing in UAE & should have a valid UAE driving License**

Website: www.poports.com/careers

Applications to be submitted to: recruitment@poports.com