

Accounting Assistant

Department: Finance
Location: Cayan Business Centre, Tecom, Dubai
Reports To: MENA Management Accountant
Hours: Full time (40hrs)

Role description

- The main role of the Accounting Assistant is to assist the Management Accountant by taking charge of the key book keeping functions. This includes analysis of accounting transactions and entering of transactions into Netsuite (our financial/CRM software package).
- The role assumes responsibility for handling and maintaining schedules of Cash, Accounts Receivable, Accounts Payable, Payroll, and other specific General Ledger accounts.
- Suitable candidate should be comfortable working across business units with a certain amount of work (primarily Receivables Management) being undertaken remotely.
- Working knowledge of taxation (particularly sales taxes) is advantageous.

Key Responsibilities

- Cash
 - Ensure cheque collections are deposited on time
 - Weekly bank and petty cash reconciliations
- Accounts Receivable
 - Raising of invoices in a timely fashion
 - Receivables management – issuing regular statements of account, chasing outstanding payments
- Accounts Payable
 - Prepare cheque payments to suppliers and prepare supporting documents for approval
 - Prepare fund transfer requests (whether physical request letters or input/import of payments via online banking facility)
 - Coordinate with Western Union/AI Ansari to process payments of panel incentives
 - Prepare payments to freelancers in coordination with YouGov's internal field team
- Payroll
 - Initial preparation of payroll sheet
 - Upload to online banking system
- Other General Ledger Accounts
 - Journalizing of recurring month-end transactions like depreciation, amortization, accruals, prepayments and provision entries
- General Accounts Support
 - Provide general accounting and administrative support (for example liaising with banks for guarantee applications)
- Internal Processes
 - We are constantly looking to build and improve upon our existing internal processes, we encourage suggestions for improvements both from a compliance and also an efficiency perspective.

Skills required

- Excellent interpersonal skills
- Problem solving, analytical and numerical skills
- Accuracy and integrity are prerequisites
- Developing understanding of business/marketplace
- Ability to deliver results, meet deadlines and manage time effectively
- Excellent client focus and handling skills
- Excellent written, oral and electronic communication skills

Personal attributes

- Self-discipline
- Self-motivation
- Positive attitude
- Excellent organisational skills
- Professional attitude

Experience required

- Experienced in processing cash, accounts receivable/ payable, general ledger entries and reconciliations
- Prior experience of the Middle Eastern market is advantageous but not critical

Education and qualifications

- Degree in Accounting
- At least 3 years accounting experience
- Good knowledge of computer accounting systems software, MS Office
- Fluent written and spoken English
- Able to join immediately or with a minimal notice period to serve

This is not an exhaustive list, and you will be expected to be flexible in your approach to carrying out your duties, that may change from time to time to reflect changes in the Company's circumstances. This will include providing cover for colleagues as required. The Company therefore reserves the right to vary the job description in consultation with you.

All YouGov employees are expected to comply with the Company's policies, rules and procedures as outlined in the handbook, health and safety manual and all other publications.