



SEYANA  صيانة	Job Description	Date	
		Revision	
Job Title: Accountant			
Department : Accounts		Reports To: Manager-Admin. & Finance	
Job Summary: Carries out standard accounting duties, which include payables, receivables, fixed assets, banking, insurance project accounting, General ledger and payroll.			
<p>Primary Duties and Responsibility:</p> <ol style="list-style-type: none"> 1. Collects and sorts various types of source documents depending on work assigned. Prepares journal vouchers, receipt and payment vouchers, debit and credit notes etc. 2. Sorts documents, retains basic accounting items for checking and compilation and forwards them to relevant supervisors, Admin & Finance manager or other personnel in accordance with standard company procedures. 3. Update all bank transactions online and prepare bank reconciliation statements and ensure all entries are passed properly. 4. Collects progress reports/ supporting documents for preparation of invoices and ensure that all invoices are prepared and submitted on time. 5. Verify payable invoices related sub contractors and suppliers and account them properly as per company's policies and procedures. 6. Prepares accounting documents, checks for accuracy and forwards to supervisor. 7. Groups together particular types of document according to transaction or project. Identifies anomalies, takes up minor irregularities with originators or indicates irregularities to senior accounts personnel. 8. Prepares petty cash summary on daily basis, checks and submits to general manager for approval. 9. Operates all accounting transactions. Inputs, utilizes programs and enters data. 10 Carries out other similar or related duties, such as assisting in the investigation of issues and reconciliation of imbalances, retrieving specific documents from filing and providing general clerical assistance as directed by more senior personnel. 			
<p>Other skills and competencies: With good communication, interpersonal skills and good command in English language.</p>			
<p>Work Experience</p> <ol style="list-style-type: none"> 1) An Associate degree or diploma in Accounting. 2) Minimum of 2-5 year's experience in General accounting functions with large companies. 3) Good working knowledge in MS office applications like Excel, Word, PowerPoint etc. Experience in ERP environment will be preferred. 4) Good knowledge of English, both oral and written 5) Professional certification in accounting will be an added qualification. 6) Self motivated with a strong accounts skills. 7) Middle East experience is an advantage. 			

شركة صيانة للتشغيل والخدمات الصناعية

SEYANA FOR MAINTENANCE, OPERATIONS AND INDUSTRIAL SERVICES



ACADEMIC EDUCATION: Graduate or equivalent or Diploma	CERTIFICATIONS: Diploma	LICENSES:
TRAININGS: Completed of an apprenticeship or training as a Hydro jetter at recognized craft training institute.	WORK CONDITIONS: Can work with less supervision and under pressure.	
	OTHER REQUIREMENTS: AGE: MINIMUM – 30 years old MAXIMUM – 40 years old DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Physically strong and healthy.	COMPUTER KNOWLEDGE: Microsoft Excel, Word and Power point