

Accountant

Responsibilities

1. Develop and support the company's financial objectives, budgets, and financial plans, including budgeting, cash flow planning, and fund allocation.
2. Prepare accurate financial reports, including balance sheets, income statements, and cash flow statements, and provide financial analysis to support management decision-making.
3. Manage the company's cash flow, including cash receipts and payments, cash flow forecasting, and financial risk control to ensure financial stability.
4. Establish, maintain, and improve accounting policies, financial procedures, and internal financial management systems.
5. Coordinate and support internal and external financial audits, monitor the effectiveness of internal controls, and identify and resolve financial risks and compliance issues.
6. Assist department managers with financial planning, budgeting, and cost control, providing professional financial guidance and support.
7. Identify, assess, and manage financial risks by implementing appropriate risk management strategies to safeguard the company's financial interests.

Qualifications

1. Fluent in English and Chinese (Mandarin), with excellent listening, speaking, reading, and writing skills.
2. Bachelor's degree in Accounting, Finance, or a related field; a Master's degree is preferred.
3. Proficient in accounting software and Microsoft Office applications, particularly Microsoft Excel.
4. Strong analytical, organizational, and problem-solving skills.
5. Excellent communication and interpersonal skills.
6. 1-3 years of accounting experience is preferred.

Preferred Qualifications

1. Advanced proficiency in Microsoft Excel, including functions such as VLOOKUP, SUMIF, IF, Pivot Tables, and other data analysis functions.
2. Professional accounting certifications (such as ACCA, CPA, CMA, or equivalent) are an advantage.
3. Experience with ERP systems (e.g., SAP, Oracle, Microsoft Dynamics, Odoo, or Zoho Books) is preferred.
4. Knowledge of UAE VAT regulations and Corporate Tax is an advantage.