

Accounts Executive - Dubai, UAE

We're looking for someone who:

- Has excellent accounting knowledge
- Has excellent analytical and data management skills
- Has experience maintaining company accounts
- Has strong communication, collaboration, active listening, and problem-solving skills.
- Is looking to continue their career in financial accounting

If this is you, contact us now! humanresources@cockett.com

Australia | China | Greece | Korea | Netherlands | Singapore | South Africa | Turkey | UAE | UK | USA

Cockett Group, established in 1979, is one of the world's largest value-added resellers of marine fuels and petroleum products and services, and is currently recruiting for an Accounts Executive to be based in our Dubai office. Cockett Group offers quality assurance in line with ISO standards supported by comprehensive industry experience, a deep understanding of the international landscape and access to a global network of committed suppliers. The role is designed to maintain financial records of the regional representative offices for monthly reviews and to be responsible for the administration of cashbooks, the maintenance of records and payments to overhead vendors.

Responsibilities include:

- Maintain day to day accounting tasks for the assign entity, including cashbooks, accruals, prepayments, and fixed assets
- Perform balance sheet reconciliation monthly
- Manage office overhead expenses, payments and recording thereof, including appropriate GST / VAT treatment
- Maintain Debtor and Creditor ledgers
- Coordinate with Treasury Team to ensure the smooth processing of payments
- Ensure the compliance with requirements related to Local Tax
- Coordinate with accounting and tax advisors
- Assist with requirements related to Audit
- Ad hoc analysis, special projects and other finance duties as needed
- Long term maintenance of relationships, both external and internal

Our established values are at the core of the Group and are present in everything we do. They influence the way we work with our shareholders, working partners and with each other:-

Customer Focused



We are committed to listening and actively engaging with our customers

Excellence



We continually improve upon the knowledge, expertise and learning opportunities for our employees

Flexibility



We acknowledge and embrace change as essential and collaboration as necessary

Resourcefulness



We identify bespoke solutions to our customer's challenges and act creatively

Efficiency



We carefully and thoughtfully optimise our resources and costs

Required education & skills:

- Bachelor's Degree in Finance or Accounting
- Good Microsoft Excel knowledge
- Excellent written and verbal communication skills in English essential

In return Cockett Group offers:

- Good remuneration and benefits package to be discussed upon interview
- International and challenging career