

Junior Accounts Executive - Dubai

We're looking for someone who:

- Is looking to start their career in management accounting
- Has a degree in finance or accounting
- Has excellent analytical and data management skills
- Has strong communication, collaboration, active listening, and problem-solving skills

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 a **Junior Accounts Executive** to be based in our **Dubai office**.

Responsibilities for the role include:

- Maintain day to day accounting tasks for the assigned corporate entity, including cashbooks, accruals, prepayments, and fixed assets
- Perform monthly balance sheet reconciliation and maintain debtor and creditor ledgers
- Assist in recording office overhead expenses and payments, including appropriate GST / VAT treatment
- Coordinate with Treasury Team to ensure the smooth processing of payments
- Ensure compliance with requirements related to local tax
- Coordinate with accounting and tax advisors and assist with requirements related to audit
- Ad hoc analysis, special projects and other finance duties as needed

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

Sustainability



We seek every opportunity to develop our focus on environmental, social, and corporate governance

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