

JOB TITLE:

Junior Accountant

GENERAL RESPONSIBILITIES:

We are looking for an ambitious **Junior Accountant** to provide support to the financial department by managing daily accounting tasks. You will be part of a team of professionals working to maintain order and transparency of the company's finances.

The ideal candidate will be well versed in accounting principles; able to work comfortably with numbers with attention to detail; be reliable and flexible.

DETAILED JOB DESCRIPTION:

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations including bank accounts.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Prepare and submit weekly/monthly reports.
- Assist in the preparation of monthly/yearly closings.
- Assist with other day-to-day accounting tasks.
- Assist with HR matters and payroll.
- Handle day-to-day financial transactions of the company; issuing of cheques and petty cash management.
- Assist in the preparation of VAT returns.
- Undertake any other specific duties assigned by the management.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Commerce (or equivalent).
- Excellent Knowledge in Accounting Software – Peachtree (preferably) / Tally & MS Office.
- Minimum 2 years' Experience as an Accountant.
- Dynamic, charismatic and enthusiastic personality.
- Excellent English language skills – both written and spoken.
- Strong communication and interpersonal skills.
- Good organizational skills and an eye for detail.
- Multi-tasking, self-motivated and energetic team player with a flexible and adaptable approach to work.

SALARY & BENEFITS:

To be discussed and disclosed during final interview.

APPLICATION PROCEDURE:

This vacancy is for immediate employment and if your qualifications meet the above requirements, please submit your curriculum vitae and cover letter to

careers@nordichomeworx.com

Should you not have heard from us within two weeks after application deadline, please consider your application unsuccessful.

COMPANY | EMPLOYER:

Nordic Homeworx LLC is a Swedish owned and managed company based in Dubai established in early 2006 that specializes in the supply and installation of wood flooring. The company is the UAE distributor and Middle East agent of Kährs wood flooring from Sweden.