

Accountant

Company Overview:

Nordic Homeworx is the exclusive distributor of Kährs, a renowned Swedish flooring brand, in the United Arab Emirates. We specialise in providing high-quality, sustainable flooring solutions to residential and commercial clients across Dubai and beyond. With a commitment to excellence and a passion for delivering exceptional service, Nordic Homeworx is dedicated to enhancing living and working spaces through beautiful, durable flooring solutions.

Position Overview:

As an **Accountant** at Nordic Homeworx, you support the financial operations of the business, ensuring accuracy, consistency, and control across all accounting activities. You are responsible for maintaining financial records, processing transactions, and supporting reporting processes that contribute to the overall financial integrity of the company.

You work closely with the finance team on day-to-day accounting tasks, including bookkeeping, data entry, reconciliations, and preparation of financial information. Through attention to detail, a structured approach, and timely follow-up, you ensure that financial data is accurate, up to date, and well organised.

Acting as a reliable support within the department, you contribute to maintaining organised financial systems and smooth workflows. This is a hands-on role that requires precision, accountability, and a proactive approach, offering the opportunity to build practical experience within a growing and dynamic wood flooring business.

Responsibilities:

Financial Records Management

- Assist in maintaining accurate and up-to-date financial records.
- Perform daily bookkeeping tasks including data entry, posting, and processing of financial transactions.

Accounts Payable and Receivable

- Process supplier invoices and ensure timely payments.
- Prepare and send customer invoices, monitor accounts receivable, and follow up on payments.

Bank Reconciliation

- Assist in reconciling bank statements on a daily and monthly basis.
- Identify discrepancies and work with the senior accountant to resolve them promptly.

Financial Reporting

- Support the preparation of monthly, quarterly, and annual financial reports.
- Assist in the preparation of financial statements, balance sheets, and income statements.

Inventory Management

- Help maintain accurate inventory records and assist with periodic inventory counts.
- Reconcile inventory discrepancies and assist in inventory valuation.

Tax Compliance:

- Assist in the preparation and filing of VAT returns and Corporate Tax returns.
- Ensure compliance with all local tax regulations and company policies.

Audit Support:

- Provide necessary documentation and support during internal and external audits.
- Assist in the implementation of audit recommendations.

Administrative Support:

- Maintain organised filing systems for financial records and documents.
- Assist with other administrative tasks as needed.

Qualifications / Requirements:

Education:

Bachelor's degree in Accounting, Finance, or a related field.

Experience & Skills

- 3-6 years of experience as an Accountant / Assistant Accountant with strong practical knowledge of day-to-day accounting operations in the UAE
- Good understanding of accounting principles and practices
- Proficiency in Microsoft Office, particularly Excel
- Experience with accounting software (e.g., Sage, Tally) is preferred
- Familiarity with working with Apple Mac and Google Workspace (Docs, Sheets, Slides, Drive) is a plus
- Strong attention to detail with a high level of accuracy.
- Well-organised with good time management skills

- Able to work both independently and as part of a team
- Clear communication and strong interpersonal skills

Why join us?

At Nordic Homeworx, our culture is rooted in trust, care, excellence, and responsibility. We foster an environment where people feel empowered, supported, and confident taking ownership of their work. Respect and empathy guide how we collaborate, while a commitment to high standards drives us to consistently deliver quality and seek continuous improvement. As partners of a leading eco-conscious flooring brand, we are dedicated to sustainable practices that make a positive impact. Together, these values create a workplace where you can grow, feel inspired, and build a meaningful long-term career.

How to apply:

Interested in joining a team where your work truly matters? Send your CV and a short cover letter to careers@nordichomeworx.com and tell us why you'd be a great fit for the Accountant role. We look forward to hearing from you!