

Accountant

Start Date	1 May, 2024
Employment Type	Full Time – Permanent
Closing Date for Applications	1 April, 2024

Scope of the Job

Responsible to:	Accounts Manager
Responsible for:	NA
Works Closely with:	Finance Department and Other Departments

Job Purpose

To record, report, and analyze SPAA's financial transactions and cash flows.

Duties and Responsibilities

- Ensure the integrity of accounting information by verifying, allocating, posting, and entering transactions.
- Conduct account reconciliation regularly on a monthly or quarterly basis.
- Review accounting systems and make suggestions for improvements.
- Assist in the department's goal-setting process.
- Provide support in the month-end and year-end closing process.
- Provide support in tax returns and tax audits.
- Manage and maintain general ledgers.
- Reconcile accounts payable and receivable.
- Develop financial procedures to improve efficiency.
- Prepare and summarize all transaction reports and financial status, including a balance sheet and profit & loss statement.
- Responsible for tracking collections and outstanding.
- Reconciliation of Bank, Debtors, and Creditors Accounts.
- Ability to work well under pressure.
- Maintain accounting/corporate records by designing a paperless filing and retrieval system, ensuring past and current records are available as needed, and attaching documents within the financial system as the system allows.
- Enter bills and process checks.
- Process the monthly payroll and record it in the accounting software.

Key Interactions

This role entails working closely with the Accounts Manager and other staff as part of the team to accumulate and record financial information about SPAA's performance, financial position, and cash flows, to ensure the achievement of SPAA's Goals.

Knowledge and Experience

Essential:

- Knowledge of Accounting Practices
- Proficiency in Accounting Software
- Ability to Prepare Financial Statements
- Knowledge of General Business Practices
- Ability to Analyse Data
- Critical Thinking Skills
- Accounting Organizational Skills
- Written and Verbal Communication Skills

Desirable:

- Continual Learning

Core Competencies

Delivery through:

- Financial Reporting
- Spreadsheet Proficiency
- Mathematical Skills
- Communication
- Teamwork

Development through:

- Managing Bookkeeping
- Reconciliations

Context

Sharjah Performing Arts Academy (SPAA) is an independent Academy established by His Highness, Sheikh Dr. Sultan bin Mohammed Al Qasimi, Ruler of Sharjah, to address a growing demand in the UAE and MENA region for formal quality education and professional training in the performing arts sector. SPAA is the only performing arts conservatoire in the MENA region, offering quality undergraduate and graduate degree programmes taught in English. The purpose-built Academy comprises one 432 seat theatre, two fully equipped studio performance spaces, TV/recording studios, twelve sprung rehearsal studios, 12 singing tutorial spaces, resource library, gymnasium and cafe.

Sharjah Performing Arts Academy specialises in training graduates for work in the international professional performing arts industry. The faculty working at SPAA are highly experienced practitioners within their respective fields. The focus of the Academy is practical rather than academic. The central value for a SPAA graduate is arming them with the highest levels of practical skills for their field and giving them the tools to be able to successfully generate their own work or practice.

Complexity

Sharjah Performing Arts Academy is a complex performing arts institution. Effective coordination between departments and courses is a high priority to ensure that resources are appropriately shared and quality in teaching and learning is maintained throughout the Academy.

Salaries and Benefits

Salaries in the UAE are tax free, and you'll receive your pay monthly in United Arab Emirates dirhams. For eligible employees, your salary will include a competitive accommodation and transportation allowance.

We'll provide you with private medical insurance and a residency visa, and depending on your role and salary grade, this may include cover for your dependents.

You are entitled to an annual return ticket to your home country, for eligible employees depending on their role and salary grade, this may also include your dependents.

For eligible employees, depending on their role and salary grade, we will additionally cover you children's (under 18) education expenses.

For any further information please contact careers@spaa.ae.

Additional Information

The *Staff Handbook* is an important resource for all employees. It sets out the expectations and important conditions of your employment.

- The post holder must accept responsibility for ensuring that SPAA policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data.
- This is a full-time post based at **Sharjah Performing Arts Academy**, University City, Sharjah, UAE.
- This job description is a guide to the nature of the work required of the Accountant. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required and in line with the growth of the Academy.
- The *Staff Handbook* will be sent to you via email.
- **Note:** due to licensing requirements and safeguarding policies, any individual offered a position will be required to submit a background check/DBS/Police check.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.