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## Job description – Accountant (U. A. E.)

### Job description:

- Receiving, allocating and posting supplier invoices and customer payments.
- Monthly reconciliation of supplier and customer accounts.
- Supplier and customer coordination as and when required.
- Recording bank transactions related to payments and receipts.
- Monthly bank reconciliation including resolution of any differences in a timely manner.
- Input and ensuring accuracy of general ledger bookings with correct cost center.
- Booking intercompany transactions and monthly reconciliation.
- Booking accruals and adjusting entries in coordination with Management.
- Support to the Financial Controller in recording transactions on a day to day level with attention to detail.
- Support to the Financial Controller in closing monthly reports according to Hörmann policies and procedures.
- Assisting internal and external auditors and implementing their recommendations.

### Qualifications:

- B.Com / Finance Graduate.
- Additional professional accounting qualification would be an advantage.
- English knowledge.
- German knowledge would be an advantage.
- Good computer skills.

### Experience:

- Minimum 2 years of experience.
- Knowledge of computerized accounting system – especially SAP.
- Knowledge of International Accounting Standards / IFRS.

### Personal qualities

- Self-motivated, reliable, and responsible individual.
- Good communication skills.
- Ability to meet tight deadlines.
- Honesty and punctuality.