Sheikh Saud Bin Saqr Al Qasimi Foundation for Policy Research

**About Us**

The Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research was established in 2009 to aid in the social, cultural, and economic development of Ras Al Khaimah, a northern emirate in the United Arab Emirates (UAE). Established through Emiri decree by His Highness Sheikh Saud bin Saqr Al Qasimi, UAE Supreme Council Member and Ruler of Ras Al Khaimah, the Foundation is considered a non-profit, quasi-governmental organization

As a valued part of our team, you will work alongside talented people from a large variety of personal and professional backgrounds. We are strong believers in investing in our people and strive to help each person achieve their best through development of skill sets and training.

**About the Role**

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| **Junior Accountant** | |
| Hours of Work | Monday – Thursday – 08.30am – 5pm  Friday – 08.30am – 4pm  Flexible is required as some late evenings may be required |
| Location | RAK Gas building - Al Jazaah Rd - Al Nakheel - Ras Al Khaimah |
| Contract Type | Full time, permanent (2-year renewable contract) |
| Reporting to | Senior Accountant |
| Sponsorship | 2-year renewable sponsorship |
| Minimum Requirement | Four-year diploma or bachelor’s degree in accounting or finance |

This role would be perfect for a candidate starting off their journey in accounting.

The Junior Accountant is responsible for maintaining financial, accounting, and administrative services to meet relevant requirements and support the Foundation’s operations.

The Junior Accountant reports to the Senior Accountant. This position works closely with Accounts staff members to manage all payments and support the Purchasing.

**Responsibilities**

* Assist the Senior Accountant in administering and monitoring the Foundation’s financial systems to ensure that the Foundation’s finances are maintained in an accurate and timely manner
* Supporting the Senior Accountant in accounting and financial activities
* Facilitate payment processing and maintenance of Fixed Assets Register
* Assist the Accounts Manager and Senior Accountant in complying with statutory requirements and implementing policies and cash control.
* Review petty cash replenishments
* Assist the Senior Accountant and Accounts Manager in maintaining and reconciling the general ledger
* Ensure transactions are properly recorded and entered accurately in the computerized accounting system
* Prepare and process checks, wire transfers, and other payments.
* Generate and send customer invoices for goods and services rendered.
* Monitor accounts receivable and follow-up payments.
* Organizing Finance documents (payment vouchers and invoices)
* Assist the Purchasing team in the annual inventory of fixed assets (tagging)
* Undertake any other duties as needed

**Skills, knowledge, Experience**

1. Strong verbal and written communication skills to effectively convey information, ideas, and instructions to different stakeholders.
2. Ability to establish and maintain positive relationships with diverse groups of people, including executives, managers, team members, and external partners.
3. Strong organizational skills to handle multiple tasks, prioritize responsibilities, and meet deadlines.
4. Ability to work effectively in cross-functional teams and facilitate collaboration among individuals with diverse backgrounds and perspectives.
5. Meticulousness in managing information, documentation, and communication to ensure accuracy and quality.
6. Flexibility to adapt to changing circumstances, priorities, and stakeholders' needs.
7. Proficiency in attention to detail and organisational skills – arrangements of meetings, tours, travel etc
8. Ability to multi-task, work under pressure, and meet deadlines required. Strong interpersonal and customer service skills. Attention to detail.

**Required Qualifications**

|  |  |
| --- | --- |
| Core Competencies/Skills/Knowledge | Expected Proficiency Level |
| Four-year diploma or bachelor’s degree in accounting or finance | Required |
| Bookkeeping | Advanced |
| Budget Management | Intermediate |
| Preparation of financial reports | Intermediate |
| Audit | Intermediate |
| Financial investments | Basic |
| Multi-cultural professionalism and experience | Advanced |
| Initiative & Motivation | Advanced |
| Time Management | Advanced – ability to perform under pressure, take initiative, and remain flexible in fast-paced environment |
| Problem Solving & Critical Thinking | Advanced |
| IT Skills | Advanced – MS Office/ Word |
| Documentation /Confidentiality | Advanced |
| Analytical Skills | Intermediate |
| Attention to detail | Advanced |
| Flexibility and work ethics | Advanced |
| Maintaining confidentiality | Advanced |
| Honesty and trustworthiness | Advanced |
| English Language Skills | Advanced (Listening and reading)  Intermediate (writing and speaking) |
| Arabic Language Skills | Desirable but not required |

**How to Apply**

We appreciate your interest in working with us. We are committed to recruiting great people who want to make a difference. To find out more about the role and submit your application, please visit our website: <https://www.alqasimifoundation.com/career>

We look forward to hearing from you.