

## **Al Qasimi Foundation Position Overview:**

### **Accountant**

#### **ABOUT THE AL QASIMI FOUNDATION**

The Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research was established in 2009 to support the social, cultural, and economic development of Ras Al Khaimah and the United Arab Emirates (UAE). The Al Qasimi Foundation seeks to support the public and private sectors by helping them ground policy decisions and programming evidence-based research that reflects the best thinking in the world as well as the local Ras Al Khaimah and UAE contexts. Our work over the past 10 years has focused on generating world-class research, developing local capacity, and engaging the local community. While we continue to have a strong focus on improving education, we have also expanded our priority areas to include health, community development, arts, and culture and we have extended our reach to target groups that are particularly disadvantaged such as those in the prison, low-income students and their families and those the remote areas of Ras Al Khaimah.

#### **POSITION OVERVIEW & SCOPE**

The Accountant is responsible for maintaining scholarship financial records, accounting and administrative services in order to meet relevant requirements and support the Foundation's operations. Under the guidance of the Senior Accountant, this role collaborates with Accounts team members and the Scholarship Office to handle payment transactions, maintain general ledger and finance records, monitor and prepare the annual scholarship budget, and provide support for purchasing.

#### **RESPONSIBILITIES**

- Scholarships (70%)
- Accounting/Finance (30%)

#### **SKILLS & QUALIFICATIONS**

- Bachelor's degree in accounting, finance, or related field.
- 3+ years of experience in accounting or finance roles, with a strong understanding of accounting principles and practices, ideally including accounts payable and project program reporting experience.
- Proficiency in accounting software (SAP S/4HANA) and MS Excel.
- Analytical mindset with strong attention to detail and accuracy.
- Strong organizational and time management abilities, with the capacity to prioritize tasks effectively.
- Good communication skills and relationship management abilities are required.
- Ability to work independently and collaboratively within a team.
- Ability to manage time, work on multiple tasks concurrently, and remain flexible in a fast-paced environment required.
- Advanced English language capability required. Arabic language preferred but not required.

## COMPENSATION

This position offers a generous remuneration package that includes health insurance, training and development opportunities, 22 working days of annual leave, and an annual (economy class) plane ticket to the employee's country of origin.

## TO APPLY

Candidates must complete the application form on the Foundation's career page: [www.alqasimifoundation.com/career](http://www.alqasimifoundation.com/career). Application requirements such as a resume, cover letter, English writing sample, and three references (with contact details) should be attached to the application. **Incomplete materials will not be considered.**

Applications will be accepted and reviewed on a rolling basis until February 29, 2024

