

## Senior Accountant – Middle East

Full-time - Permanent

Based at OEG Offshore – Abu Dhabi, UAE

### Overview of Role:

This role is responsible for financial reporting requirements for the Middle East, ensuring information is provided in an accurate and timely manner and in accordance with legal and statutory requirements. Providing financial support to the Middle East Operations teams and Finance Manager.

### Key Responsibilities:

- Assist the Supervisor and the team in the requirements of the daily routine within Operations and to help solve any issues that arise
- Responsibility for Accounts Payable ledger, processing of invoices ensuring invoice approvals are in place. Serve as the contact for payables inquiries. Ensure timely payments are made.
- Make adhoc payments including employee expenses
- Maintenance of fixed asset register, including additions, disposals, and monthly depreciation
- Assist with fortnightly cashflow forecasts
- Posting financial transactions including month end accruals and prepayments
- Preparation of balance sheet notes
- Perform Inter-company recharges and reconciliations
- Complete monthly bank reconciliations
- Month end profit and loss comparison of actuals against budget providing commentary
- Assist with month end submission reporting
- Ensure month end deadlines are adhered to
- Provide support to Finance Manager as required
- Assist with external audit process
- Any other ad-hoc duties as required

### Skills & Experience:

- Developed analytical and systems skills
- Excellent written and oral communication skills
- AX Dynamics experience beneficial but not essential
- Good organisational and prioritisation skills
- Ability to lead a team.
- Knowledge of oil and gas industry beneficial
- High level of accuracy and attention to detail

### Qualifications:

- Ideally, qualified accountant with 5 to 10 years' experience
- Experience of working with multi-national enterprises