

We are Hiring !!

The Arab trade union confederation is looking for an Accountant to manage all financial transactions, from fixed payments and variable expenses to bank deposits and budgets.

Job Details

- Experience Needed: minimum 5 Years experience
- Career Level: Experienced
- Education Level: BSc in Accounting, Finance or relevant degree. Additional certification (CPA or CMA) is a plus

• **Place of work:** Jordan - Amman

• **Nationality:** Jordanian

Job Description

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Tracking payments to internal and external stakeholders
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Comply with Financial, HR and Payroll policies and regulations

Job Requirements/Skills

- Experience: 5 years in finance department
- Excellent business background especially in financial module
- Good knowledge in Microsoft office
- Solid HR regulations knowledge
- Excellent communication skills
- Strong presentation and demonstration skills
- Organisational & time management skills
- Excellent in English and Arabic languages

Who are interested to join us please fill contact us :

conference@ituc-arabregion.org