



## Al Qasimi Foundation Position Overview: Junior Accountant (For UAE Nationals Only)

### 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 in 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. Ras Al Khaimah and the broader UAE region, to develop local capacity, and to engage the community in its work.

### POSITION OVERVIEW & SCOPE

The Junior Accountant is responsible for maintaining financial, accounting, administrative, and support the Foundation's operations.

The Junior Accountant reports to the Director of Administration and is responsible for managing all payment transactions, maintaining general ledger and finance record, and supporting the Purchasing.

### RESPONSIBILITIES

1. Finance (50%)
2. Accounting (40%)
3. Administration (10%)

### SKILLS & QUALIFICATIONS

- Bachelor's degree in accounting and finance
- Knowledge in budget management, preparation of financial report, audit, and documentation
- Proficient in bookkeeping and MS Office, and familiarity with SAP
- Strong attention to detail and accuracy in maintaining financial records and following company guidelines and procedures
- Strong mastery of the English language both verbal and written
- Strong interpersonal communication skills and the ability to work effectively with a wide range of people from diverse backgrounds

### COMPENSATION

This position offers a generous remuneration package that includes health insurance, 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 website: [www.alqasimifoundation.com](http://www.alqasimifoundation.com). The completed form, resume, cover letter, one English writing sample (1 to 2 pages), and three references (with contact details) should be sent to [jobs@alqasimifoundation.rak.ae](mailto:jobs@alqasimifoundation.rak.ae). Incomplete materials will not be considered.

Applications will be accepted and reviewed on a rolling basis until April 15, 2021.