

Accounts Payable Clerk

Department: Finance
Location: Cayan Business Centre, Tecom, Dubai
Reports To: MENA Management Accountant
Hours: Full time (40hrs)

Role description

- The main role of the Purchase Ledger Clerk is to assist the Management Accountant by taking charge of the end to end Purchase Ledger process. This includes analysis of accounting transactions and entering of transactions into Netsuite (our financial/CRM software package).
- The role assumes responsibility for handling and maintaining schedules of Petty Cash, Accounts Payable & Project Expenditure.
- Suitable candidate should be comfortable working across business units with a certain amount of work being undertaken remotely.
- Working knowledge of taxation (particularly sales taxes) is advantageous.

Key Responsibilities

- Accounts Payable
 - Receive purchase invoices and enter into payables ledger
 - Manage payables ledger to ensure that all suppliers are paid within stated terms (meet KPI targets)
 - Prepare supplier payments (cheque, online transfer) and supporting documents for approval
 - Coordinate with Western Union/Al Ansari to process panel incentive payments
 - Prepare payments to freelancers in coordination with YouGov's internal field team
- Petty Cash
 - Manage a small amount of petty cash for day to day office transactions
 - Arrange and manage funding requirements for project expenditure
- Project Accounting
 - Maintain a record of project expenditures on a project by project basis so as to be able to calculate net profitability on all projects
 - Prepare project over/under reports for discussion with project owners
- Internal Processes
 - Review and document our internal processes (Accounts Payable, Petty Cash, Project Accounting) to ensure that we have current process maps and are operating as efficiently and effectively as possible

Skills required

- Excellent interpersonal skills
- Problem solving, analytical and numerical skills
- Accuracy and integrity are prerequisites
- Developing understanding of business/marketplace
- Ability to deliver results, meet deadlines and manage time effectively
- Excellent client focus and handling skills
- Excellent written, oral and electronic communication skills
- Ability to manage and meet deadlines

Personal attributes

- Self-discipline
- Self-motivation
- Positive attitude
- Excellent organisational skills
- Professional attitude

Experience required

- Experienced in processing cash, accounts payable, general ledger entries and reconciliations
- Prior experience of the Middle Eastern market is advantageous but not critical

Education and qualifications

- Degree in Accounting
- At least 3 years accounting experience
- Good knowledge of computer accounting systems software, MS Office
- Fluent written and spoken English
- Able to join immediately or with a minimal notice period to serve

This is not an exhaustive list, and you will be expected to be flexible in your approach to carrying out your duties, that may change from time to time to reflect changes in the Company's circumstances. This will include providing cover for colleagues as required. The Company therefore reserves the right to vary the job description in consultation with you.

All YouGov employees are expected to comply with the Company's policies, rules and procedures as outlined in the handbook, health and safety manual and all other publications.