



<https://www.ht-internationalgroup.com/job/accountant-assistant/>

## Accountant assistant

### Description

An accounting assistant's job description includes **budgeting, reporting, and bookkeeping**. These finance professionals also help manage accounts and prepare financial records. Unlike accounting clerks, accounting assistants provide administrative support to an organization's accounts department.

### Responsibilities

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### Qualifications

- Knowledge of basic bookkeeping procedures
- Familiarity with finance regulations
- Good math skills and the ability to spot numerical errors
- Hands-on experience with MS Excel and accounting software (e.g. QuickBooks)
- Organization skills
- Ability to handle sensitive, confidential information
- BSc/Ba in Accounting, Finance or relevant field

### Job Benefits

On top of their salary, accounting assistants on permanent contracts will receive a number of extra benefits, such as:

- **Bonuses** – Based on performance
- **Holiday allowance**
- **Pension scheme**
- **Health insurance**
- **Training opportunities**
- **Career progression**
- Food allowance with home in nahda apartment

### Contacts

For other information mail us :- [hr@ht-internationalgroup.com](mailto:hr@ht-internationalgroup.com) , [info@ht-internationalgroup.com](mailto:info@ht-internationalgroup.com)

[www.ht-internationalgroup.com](http://www.ht-internationalgroup.com)

### Hiring organization

HT INTERNATIONAL FZE

### Employment Type

Full-time, Part-time, Contractor

### Duration of employment

1 year

### Industry

Trading,logistics,Real estate & money transfer

### Working Hours

8:30 AM TO 5:00 PM

### Job Location

Dubai, UAE  
Remote work possible

### Base Salary

\$ 900 - \$ 2000

### Date posted

January 1, 2023

### Valid through

31.01.2023