



<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 , info@ht-internationalgroup.com

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