

Victoria International School of Sharjah –Kalba Campus

Position Title	Accountant
Management	Director of Services-Schools Group
Management	Head of School

The Role

The role of Accountant at VISS Kalba will be a service orientated role predominately to assist the community members with matters relating to fee inquiries, accounts, payments, reimbursements, processing of data, customer service in a cross campus role, 2 days per week at each campus.

Key Accountabilities in Managing the following areas

- Facilitating customer inquiries and payments
- Report preparation
- Accounts receivable/ Accounts payable
- Reconciliations
- Purchasing systems
- Account reconciliations
- Processing of payments
- Preparation of payments and reporting for Group Finance department

Requirements:

- Proficient in using MS excel
- Bilingual (Arabic and English)
- 1-2 years of experience, preferably in the Education sector
- Excellent attention to details
- The ability to learn and adapt quickly in a fast-paced environment
- The ability to multi-task

Qualifications and Experience

- Minimum Bachelor's Degree in Accounting
- Experience in a similar role
- Able to work in UAE

Application process

- Please submit a CV and cover letter outlining your suitability for the role
- Expected salary range
- Please complete the administration application form [application form](#)
- Submit your application 2023recruitment@viss.ae
- Please put Accountant position in subject line