



Job description: Accounting Team Lead

The Swiss International Scientific School in Dubai is a leading day and boarding school where future generations are inspired to become confident and enthusiastic life-long learners, ready to embrace the opportunities of a global world. Our school follows the full continuum International Baccalaureate (IB) programme in English with additional languages or in two bilingual English-French and English- German streams. SISD is an IB Continuum World School authorised to offer and teach the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP) and IB Diploma Programme (DP). Our unique curriculum offers an engaging learning experience, the challenge of developing a real understanding of cultural diversity and the support of a thriving international community. Our large eco-friendly campus ensures that we can offer a wide range of sporting facilities that make the most of our location adjacent to Dubai Creek.

Job title	Accounting Team Lead	Department	Finance
Start date	Immediate	Location	Dubai, UAE
Reports to	Head of Finance & Operations	Position(s) Supervised	Accounts payable & Accounts receivable

Job Scope	The Accounting Team Lead works in a small senior accounting team reporting to the Head of Finance & Operations. He/She is tasked with the responsibility of managing the accounts department. This includes managing the finance team and ensuring accurate month end close, account reconciliation, FP&A, Budgeting, and sharing accounting workload.
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Main Duties and Responsibilities	<ul style="list-style-type: none"> • Managing bank relationships; opening bank accounts, confirming calculations on Islamic Finance • Ensure all finance department policies and procedures are in place and current • Manage the AP & AR functions with senior level insight and support • Ensures accuracy of accrual accounting, asset capitalization • Successful month end close calendar responsibility • Payroll management • Company expenses review • Supports the Procurement management team with approval reviews • General Ledger responsibility: reviews the G/L regularly to ensure accuracy • Work with SAGE team to support accurate reports and system flows • Management of accurate balance sheet: owns balance sheet reconciliations • Project Accounting
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	<ul style="list-style-type: none"> • Manages the budgeting & forecasting process • Prepare monthly management reports, and ad-hoc business reports with variance support and commentary • Assist in the annual audit process • Streamline and improve accounting processes, as needed • Enhancing, developing, implementing and enforcing policies and procedures • Perform other ad hoc accounting, financial, or administrative tasks as may be required from time to time and on short notice.
Key Relationships	
Internal	Finance department, COO, other admin departments
External	Bank, Service Providers, Suppliers, Utilities
Position Requirements	
Education	Minimum Bachelor's degree in Finance/Accounting, with preference CPA qualified
MUST HAVE SKILLS	<ul style="list-style-type: none"> • Proficiency in English • Good communication skills (written and verbal) • Proactive and implements needed change where identified • Must do attitude, meet commitments, assumes ownership, overcomes obstacles • actively seeks to help others • Strong expertise in Excel • A self-starter with a high degree of initiative, Self-sufficient • Strong Analytical skills
Experience	<ul style="list-style-type: none"> • Education sector experience is a plus • Experience managing people • Experience with SAGE 200 • Experience in IFRS
Competencies	<ul style="list-style-type: none"> • High level of integrity • Strong analytical skills • Inter-culturally aware with well-developed interpersonal skills • Proven ability to build strong working relationship, internal and external to the organization
Additional Requirements	<ul style="list-style-type: none"> • French, German or Arabic language skills, a plus
Salary & Benefits	The salary and benefits package is competitive, will be commensurate with the qualifications and experience of the successful candidate and is in line with UAE Labor Law.



Contract	Unlimited on Free Zone
Application	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none">• Cover letter, no longer than one page, explaining your strengths as a candidate and why you are interested in this particular position• Current CV, not to exceed two pages• A list of 3 professional referees with current contact details (position, phone number and e-mail address) not older than 5 years <p>Please send your application to: hr@sisd.ae</p> <p>SISD is committed to safeguarding and promoting the welfare of all of its employees and students. A police check is a pre-requisite for all appointments.</p>