

Accounting Manager

The American University in Dubai invites qualified applicants to apply for the position of Accounting Manager. The fundamental responsibility of this position is to manage the overall financial bookkeeping of AUD.

The objective of this position is to oversee the University's full accounting operations and ensuring compliance with IFRS, UAE VAT regulations, and applicable corporate tax requirements. The role leads the general ledger, accounts payable, accounts receivable, fixed assets, and financial reporting functions, while strengthening internal controls and financial governance.

Principle Responsibilities:

1. Financial Accounting & Reporting

- Oversee and manage the full accounting cycle of the University.
- Ensure accurate and timely month-end and year-end closing processes.
- Review and approve journal entries, accruals, and prepaid expense schedules.
- Prepare and review monthly and annual financial statements in accordance with IFRS.
- Maintain integrity of the general ledger and chart of accounts.
- Ensure proper reconciliation of all balance sheet accounts.

2. Accounts Payable & Accounts Receivable Oversight

- Supervise accounts payable function to ensure timely and accurate vendor payments.
- Oversee accounts receivable processes, tuition billing, collections, and aging analysis.
- Ensure proper revenue recognition in line with accounting standards.

3. Banking & Treasury Support

- Supervise monthly bank and credit card reconciliations.
- Review cash position reports and support liquidity planning.
- Ensure proper recording and monitoring of grant funds.

4. Tax & Regulatory Compliance

- Ensure full compliance with UAE VAT regulations and oversee VAT return preparation and submission.
- Support corporate tax compliance and assessments.
- Prepare financial reports required by UAE authorities, Ministry requirements, and accreditation bodies.

5. Fixed Assets Management

- Maintain and reconcile fixed asset register.
- Oversee asset capitalization, depreciation, disposals, and periodic physical verification.
- Ensure compliance with capitalization policies.

6. Budgeting & Financial Planning Support

- Support the CFO in annual budgeting and financial forecasting processes.
- Assist in variance analysis and preparation of management reports.

7. Internal Controls & Audit

- Develop, document, and strengthen accounting policies and procedures.
- Ensure effective internal control environment and compliance with institutional policies.
- Identify opportunities for automation and system enhancements.
- Coordinate annual external audit process and liaise with auditors.
- Prepare audit schedules and ensure timely resolution of audit queries.

Competencies and Skills Used:

- Strong technical knowledge of IFRS and UAE tax regulations.
- High level of integrity and professional ethics.
- Highly detail-oriented with strong ability to prioritize multiple tasks.
- Strong analytical and problem-solving skills.

Required Qualifications:

- Bachelor's degree in accounting, finance or a related field
- Professional accountancy qualifications (CIMA, CPA, ACCA, ACA, etc.).
- At least 7 to 10 years of progressive accounting experience and managerial role.
- Proficiency with accounting software (e.g., Microsoft Dynamics, Banner, or equivalent).
- Strong analytical skills and advanced Excel and financial reporting expertise.

Preferred Qualifications:

- Experience within higher education institutions.
- Master's degree in accounting, Finance, or Business Administration.
- Experience in UAE regulatory and tax environment.
- Experience managing system implementations or upgrades.

Applications will be accepted and evaluated until this position is filled.

Preferences will be given to candidates who are already located in the UAE.

Interested applicants must submit the following requirements via email to recruitment@aud.edu.

Please state the title of the position as the subject of the email

- Cover letter
- Updated CV
- Contact information of three (3) academic/professional references

No telephone calls please.

While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.