

# Job Description: Accounts Assistant

## About the Al Qasimi Foundation

The Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research (AQF) is a leading philanthropic organization based in Ras Al Khaimah, United Arab Emirates. The Foundation supports the social, cultural, and economic development of RAK and the wider UAE through research, policy engagement, capacity development, and community programming.

The Foundation also curates the RAK Art Festival, an international platform showcasing contemporary art, cultural heritage, and digital innovation, attracting audiences from across the UAE and GCC.

## Position Overview

The Accounts Assistant supports the Finance team by ensuring accurate processing and documentation of financial transactions. The role includes maintaining financial records, processing purchase requests and payment-related documents, supporting petty cash and credit card documentation, and assisting with routine reporting and scholarship payment checks. The Accounts Assistant also helps ensure compliance with internal controls, tax requirements, and audit standards.

## Key Responsibilities

- Process purchase requests and parking-related accounting documents in SAP.
- Maintain accurate documentation for petty cash, cheque payments, and credit card transactions, ensuring supporting documents are complete.
- Record petty cash transactions into SAP and ensure all vouchers are signed and accurate before filing.
- Support the Finance team in applying correct tax treatment, including accuracy in tax codes and tax invoice formats.
- Ensure credit card transaction documentation is applied in SAP in a timely manner.
- Assist in finalizing the monthly Etisalat report.
- Support monthly checks for scholars' stipend, tuition, housing, and other relevant payments.
- Provide additional administrative support as required by the Finance team.

## Candidate Profile

The ideal candidate is organized, detail-oriented, and able to handle financial documentation with a high degree of accuracy and confidentiality. They will be comfortable working across departments, managing multiple tasks, and meeting deadlines in a fast-paced environment.

## Qualifications & Experience

- Bachelor's degree in Finance, Accounting, or a related field.
- Previous experience in accounting, finance administration, or a similar role is preferred.
- Experience working in a non-profit, education, or public-sector setting is an advantage.
- Experience using SAP is preferred; willingness to learn is essential.
- Working knowledge of UAE VAT requirements.

## Skills & Competencies

- Strong financial acumen and basic accounting knowledge.
- Advanced attention to detail and accuracy.
- Strong bookkeeping, invoicing, and documentation skills.
- Ability to prepare and support financial reporting tasks.
- Proficiency in Microsoft Excel and Word.
- Strong administrative and filing skills.
- Time management and ability to meet deadlines.
- Strong teamwork and communication skills (Required: English & Preferred: Arabic).
- Flexibility, professionalism, and confidentiality.
- Ability to learn and work efficiently in SAP.

## Compensation & Benefits

- Competitive, tax-free salary
- Healthcare benefits
- Professional development opportunities
- Value-driven organizational culture.

## Application Requirements

Candidates must provide:

- CV
- Cover Letter