



Job Description

Job Title	Accountant
Reporting Relationship	Accounting and Finance Manager
Location	Sharjah, UAE
Expected Starting Date	For immediate hire
Job Status	Full-time
Application Deadline	The position is open until filled

About the University

Located in Sharjah, United Arab Emirates, Global Studies University is a non-profit institution for higher education established in 2023 by His Highness Sheikh Dr. Sultan bin Muhammad Al-Qasimi, Member of the Supreme Council and Ruler of Sharjah. The university aims to achieve excellence in teaching, research, and knowledge through innovative academic programs and a supportive learning environment.

About the Position

The accountant works within the Finance Department at GSU (a government-affiliated institution) and plays a key role in ensuring that all financial operations conform to applicable government accounting standards and regulatory requirements. This role includes recording and processing daily transactions, integrating with budgetary frameworks, preparing reports aligned with governmental guidelines, and ensuring internal controls and compliance. The position supports transparency, accountability, and efficient use of public funds across all departments.

Key Responsibilities

- Record all daily financial transactions in the university's financial system, in line with government accounting principles.
- Process, review, and verify invoices from internal and external suppliers, ensuring compliance with procurement / governmental policies.
- Process cash, cheque, and transfer payments accurately, ensuring they are reflected in the governmental accounting system and budget allocations.
- Prepare monthly and quarterly accounting reports comparing actual performance against approved budgets and highlighting variances.
- Coordinate with departments to ensure unified accounting practices.

- Manage accounts receivable and ensure timely reconciliation.
- Assist in preparing accounts statements in compliance with local regulatory frameworks.
- Maintain proper record-keeping and archival of financial documents as required.
- Support internal and respond to audit queries and implement audit recommendations.

Qualifications and Requirements

Academic Qualifications:

- Master's degree in accounting or a related field.

Professional Experience:

- Foundational knowledge in accounting with the ability to apply concepts in practical settings.
- Experience in financial planning and budgeting

Skills:

- Proficiency in Microsoft Office, especially Excel.
- Strong analytical and organizational skills with attention to detail.
- Excellent communication skills in English and Arabic.
- Ability to work in a team and under pressure.

If you are interested, please submit your CV and Cover Letter via email to careers@gsu.ac.ae. Kindly include the position you are applying for in the subject line of the email.

Salary and further compensation commensurate with degree and experience. Benefits package includes health insurance, housing, and transportation, children school fees allowances subject to coordination of benefits.

GSU is committed to fair employment practices and encourages women and men of all national, ethnic, and religious backgrounds to apply and join our expanding team. UAE nationals are encouraged to apply.

We anticipate a high number of applications and will do our best to respond to any queries. Please note that only shortlisted applicants will be contacted in the first instance.