Job Description: Accountant

Company: HONEST STEEL FZCO

Job Type: Full-Time

Responsibilities & Duties:

- Prepare, review, and analyze financial statements on a monthly basis to ensure accuracy and compliance.
- Maintain financial records and oversee monthly, quarterly, and annual closing processes.
- Prepare and file tax documents on a timely basis, and ensure compliance with relevant regulations.
- Analyze financial data and provide insights to support decision-making.
- Support external audits and work with auditors to ensure accurate and timely financial information.
- Develop and implement internal financial controls and procedures.
- Stay updated on accounting standards, tax laws, and industry trends.
- Verify accounting records such as registers, ledgers, journals and individual accounts.
- Prepare ad hoc reports as required by the management.
- Ensure all the financial transactions are properly recorded.